



## Before & After Care Program Guidelines/Handbook 2023/2024 School Year

Please read **ALL** of this information carefully before enrolling your child. You will be expected to follow **ALL** of these guidelines during your child's enrollment.

### Program Description:

BodyMoves School-Age Child Care Program is a Maryland State Department of Education (MSDE) **Licensed and Regulated** childcare program for students ages 4-13 years (four-year old students must be in full day Pre-K at one of our service schools). **Our childcare licensing number is 151975.**

**Based on the COVID-19 infection numbers in Maryland, if necessary, we will follow the MSDE and National Centers for Disease Control (CDC) guidelines for COVID-19 safety protocols. Including practicing proper disinfecting protocols for the facility, daily temperature checks, and the wearing of face masks for staff and students. Our 8,000 sq. ft. facility, with multiple classrooms, enables us to practice safe social distancing.** We recognize that these are unusual circumstances and practicing proper safety measures may be difficult for some students. Our goal is to help students adjust to childcare while continuing to follow any protocols necessary to keep them as safe as possible.

### Schools Serviced:

The program services seven schools in the Fort Washington/Accokeek, Maryland area: Potomac Landing Elementary; Colin Powell Academy (opening 11/27/23); Fort Washington Forest Elementary; Fort Foote Elementary; Rose Valley Elementary; Tayac Elementary, and Accokeek Academy (Elementary & Middle). BodyMoves BAC currently provides van transportation for six of the serviced schools (Potomac Landing; Fort Washington Forest; Fort Foote; Rose Valley; Tayac and Accokeek Academy).

### Regular Hours of Operation:

The Before & After Care program begins Monday, August 28, 2023, and runs until the end of the 2023/2024 (in person learning) school year. The program regularly operates Monday – Friday (when school is in session) from 6:00 am until the children leave for school, and approximately 2:30 pm (or when the children return to the center) until 7:00 pm. **The center is closed when the children are in school.**

### Program Fees – Weekly program fees for the school year ending June 2024:

Before & After Care: \$145.00 (Does **NOT** include breakfast. Includes after-school snack)  
Before Care Only: \$105.00 (Does **NOT** include breakfast)  
After Care Only: \$135.00 (Includes after- school snack)  
Registration Fee: \$85.00/School Year (Non-refundable)  
Breakfast Weekly: \$15.00/Week (See additional information on page 6)  
Breakfast Daily: \$4.00/Day (See additional information on page 6)

### Program Discounts (Available to Before & After and After Care Only Students. Discounts may not be combined):

Additional Sibling Discount: \$10.00/week Off  
Active-Duty Military Parent: \$10.00/week Off

### Registration:

BodyMoves BAC is licensed and regulated by the Maryland State Department of Education, requiring **all paperwork in the registration packet to be completed before the student begins.**

Children are accepted on a first come, first served basis. Once all the program/school slots are filled, a waiting list is established. As slots open, they will be filled from the waiting list. **Student must begin program within one week of registering or registration fee is forfeited. Students will NOT be allowed to begin attending until ALL paperwork has been completed and received.**

#### **Tuition Payment & Late Payment Fees:**

Weekly tuition must be paid **in full every Monday** of each week during the entire school calendar year **(including school or BodyMoves closure days) regardless of the student's attendance.** Any student who does not pay the weekly tuition **IN FULL** (for any reason) will be charged late payment fees. **There is no credit or reduction in tuition for children missing days/weeks due to illness, vacation or school closings. If students are not in attendance on Monday (for any reason, including holidays) tuition payment must be made prior to Monday or online (Monday by midnight). If tuition is not paid IN FULL on or before Monday, a late payment fee of \$20 will be added to the tuition amount (no exceptions). If tuition is not paid in full by Wednesday, an additional fee of \$15 will be added. Any student, whose weekly tuition (including late payment fees) is not paid in full by Friday, may not be allowed to return until all outstanding tuition is paid in full. Please be aware, if students are suspended due to non/late payments, tuition will continue to be charged on a weekly basis and must be paid in full including late payment fees. Students who ride the BodyMoves van will NOT be transported if weekly tuition has not been paid by Friday. Additional notification (after Wednesday) will NOT be provided if transportation is suspended due to nonpayment of tuition.** Tuition may be paid by cash, money order, credit/debit card. We accept Master Card, Visa and Discover credit cards. A valid email address is required for online invoicing and payment (see pg. 3 for additional information about online invoicing and payment). There is a \$40.00 fee for any returned payments. **If you should find yourself in a financial bind at any point and unable to pay your weekly tuition, please talk to us. We will work with you as much as we can. Please do not wait until you are in arrears. We are willing to work with you, but you must communicate.**

#### **Extended Hours and/or Full Day Care:**

BodyMoves BAC is **not** a full day care center. **We are not equipped or staffed to provide full day care in an emergency or unplanned situation.** Full day care is provided as a convenience to our BAC customers on the **planned** school closure days indicated below **(only)**. We will also provide care for extended hours when school opens late or closes early due to inclement weather conditions or early dismissals. Any student who comes to the center on a late start or early dismissal day will be charged the extended hours fee. **We will be CLOSED if schools close THE FULL DAY due to emergency or weather-related conditions. There is no reduction in tuition or credit if we are closed due to emergency or weather-related conditions.** Any students planning to attend on a full day must sign-up at least one week prior to the date. **We must have a minimum of 15 students attending to be open a full day. There is no reduction in tuition or credit if we close due to low attendance.** A sign-up sheet will be available at the front counter. **There will be an additional fee of \$35.00/day for full day care and \$20.00 for extended hours. The additional full day fee for Before Care Only students is \$45.00/day. Anyone who signs-up for full day care and does not attend will still be charged the fee.**

**BodyMoves will offer SCHEDULED full day or extended care on the following 2023/2024 days ONLY:**

- Friday, October 20, 2023 – Professional Development – **Schools Closed**
- Friday, November 3, 2023 – Professional Day for Teachers – **Schools Close 3 hours Early**
- Friday, November 10, 2023 – Professional Development – **Schools Closed**
- Monday, January 22, 2024 – Professional Day for Teachers - **Schools Close 3 hours Early**
- Tuesday, February 20, 2024 – Parent/Teacher Conference - **Schools Delayed 2 hours**

- Monday, March 4, 2024 – Professional Development – **Schools Closed**
- Monday, March 25 – Monday, March 29, 2024 – Spring Break & Easter – **Schools Closed**
- Friday, April 5, 2024 – Teachers Professional Day – **Schools Close 2 hours Early**
- Tuesday, April 23, 2024 – Primary Election Day – **Schools Closed**
- Thursday, June 13, 2024 – **Schools Close 2 hours Early**
- Friday, June 14, 2024 – Last Day of School – **Schools Close 2 hours Early**

### **2023/2024 Closed Days:**

BodyMoves Before & After Care will be closed the following days/holidays for the 2023/2024 school year. It will be necessary for you to make other arrangements for childcare on these days.

**Please be advised, you will be responsible to pay your regular weekly tuition in full for these closed days.**

- Monday, September 4, 2023 – Labor Day
- Monday, September 25, 2023 – Yom Kippur
- Monday, October 9, 2023 – Indigenous Peoples Day
- Wednesday-Friday, November 22-24, 2023 – Thanksgiving Break
- Monday, December 25, 2023 – Friday, December 29, 2023 – Christmas & Winter Break
- Monday, January 1, 2024 – New Year's Day
- Tuesday, January 2, 2024 – Winter Break
- Monday, January 15, 2024 – Martin Luther King, Jr. Day
- Monday, February 19, 2024 – President's Day
- Wednesday, April 10, 2024 – Eid al-Fitr Holiday
- Monday, May 27, 2024 – Memorial Day

**Open/Closed Dates may be added or removed as the school calendar is updated.**

### **Child Care Vouchers:**

As a Maryland State licensed childcare program, BodyMoves BAC accepts childcare vouchers from any state or private agency. **Voucher recipients will be responsible to pay the difference between the voucher amount and our tuition amount.** **Students in voucher programs must pay their portion of the tuition by Monday of each week.** Late payment fees will apply if weekly tuition is paid after the payment due dates. **If for any reason the agency sponsoring the voucher does not pay their portion of the weekly tuition, the parent/guardian of the child is responsible to pay any unpaid portion.** Voucher students must pay tuition in full to remain in the program if the voucher is not renewed by the expiration date on the voucher.

### **Online Invoicing & Payment:**

As a convenience to our customers, BodyMoves offers an online payment option. This option allows you to make payments to your child's account via the internet. To participate, you must provide a valid email address. We will send your weekly tuition invoice to your email address. You can follow the instructions attached to the invoice to pay online. Please be aware, this curtesy is operated by an outside financial services vender. BodyMoves does **NOT** have any control over the online payment system. **If you do not receive your invoice or have trouble paying online, you are still responsible to pay your weekly tuition in full, on time to avoid late payment fees.** Online payments must be received by Monday at midnight, or a late payment fee will be added to your student's account. If you experience problems with the online service, you must call/email the BodyMoves center **by midnight on the pay day** and leave a message indicating the problems you encountered with the online system. **You must leave the message by midnight. Anyone leaving a problem message will have until 8:00 am the following morning to pay tuition. After 8:00 am, the late payment fee will be added to the student's account.**

### **Parent Meeting:**

A parent meeting will be scheduled at the start of the school year. The purpose of the meeting is to welcome everyone to the program and clarify any questions parents may have that are not answered or clear from this document. It is important that every student have a parent representative at the meeting. We want students (and parents) to enjoy their time in the BodyMoves Program. Having a complete understanding of our policies will help to ensure a more pleasant BodyMoves Before & After Care experience.

### **Inclement Weather Policy:**

**BodyMoves BAC will follow the Prince George's County Public Schools inclement weather closing policy. When Prince George's County Public Schools close the entire day due to weather related conditions, we will also be closed.** If the schools have a delayed opening due to weather, we will open on time **if possible, depending on the road conditions**. Please call the center at **301 292-0043** after 5:30 am, a recorded message will let you know our planned start time. If schools close early due to weather, we will pick up the **van riders** from the schools and bring them to BodyMoves. School bus riders will come to BodyMoves on their regular school buses. Please make any necessary arrangements to pick up your child as soon as possible. **There are no credits, refunds, or discounted tuition for weather related closings. There is a \$12.00 additional fee per day for any attending students when schools have a delayed opening or early close.**

### **Drop-off/Pick-up:**

All Children must be signed in by a parent or guardian each morning at drop-off. A parent must come into the center with the student. **If COVID-19 safety protocols are again required, the student's temperature will be taken in front of the front desk staff person. Any student who does not register a normal temperature or does not appear well, will not be allowed to stay.** The front desk person will have a thermal thermometer to take the students temperature or the parent may bring their own thermometer to take the student's temperature in front of the front desk staff person. **If COVID-19 safety protocols are reenacted, all students and parents must begin wearing a face mask to be allowed entry into the facility. If necessary, face masks are available for purchase at the front desk for \$2.00 each. If you do not wish to purchase a face mask, please make sure you and your student are wearing a face mask upon arrival. Parents will only be allowed in the reception area at BodyMoves, practicing six-foot social distancing. If COVID-19 Protocols are not necessary, students will not have their temperature taken at arrival and mask wearing will be optional.**

Students must be signed out by a parent or guardian at pick-up in the evening. **Your child will only be released to those individuals indicated on your registration form. Only the registering parent/guardian may call if it is necessary for the student to be picked-up by someone NOT on the registration form. Please be aware, anyone picking up your child must be prepared to show a valid photo I.D.** It is important that you sign your child in and out each day. The sign in sheet is used to take attendance in an evacuation emergency.

### **Program Information:**

Please make sure you read any program information that is posted or available at the front counter pertaining to the Before & After Care Program. Any changes to the schedule or updates to program guidelines will be posted or available for pickup at the front counter.

### **Safety:**

As a licensed and regulated Child Care Program, our teachers and staff have undergone State and FBI background checks, CPR & First Aid training and ongoing childcare training. Fire drills are conducted monthly to ensure students are familiar with evacuation during an emergency. When/if necessary, we will closely adhere to the MSDE and CDC COVID-19 Safety protocols for childcare programs.

### Healthy Students:

If your child is showing signs of illness, he/she will not be allowed to stay at drop-off in the morning. **If your child becomes ill while he/she is at the center, it is imperative that you pick up your child immediately when notified. We will not be able to properly care for any child exhibiting any signs of illness.**

### When Students Return from School:

Students will be provided the opportunity to complete homework assignments during aftercare and may also participate in arts and crafts activities, technology enrichment (coding, 3D-Printing, Artificial Intelligence), electronic gaming, games, and outside play. Students will be able to engage in healthy social interactions with their peers while practicing appropriate safety measures.

### Late Pick-Up:

**Any child remaining at the center after 7:00pm will be charged a flat late pick-up fee of \$40.00 beginning at 7:01pm. The clock in the BodyMoves reception area will be used to determine the time. The late pick-up fee is due at the time of pick up.** The late fee may be paid via cash, credit, or debit card (Master Card, Visa and Discover). Any late fees that are not paid at pick up will be posted to the student's account to be paid in full by the beginning of the following week. **You will be charged the late pick-up fee if your child is picked up after 7:01pm.** We would appreciate a call if you are running late. **If you know you are going to miss the 7:00 deadline, please come as soon as possible. Our staff have families and children of their own, and they would like to go home as soon as possible.**

### Van Riders:

For their safety, students riding on the BodyMoves van are expected to conduct themselves appropriately, while on the van. Students must always remain in their assigned seats. **Students who do not behave appropriately while on the van may be suspended from the van for up to three days depending on the infraction.** Please let your child know that he/she must always adhere to the following rules when riding on the van:

- **Always remain seated with your seat belt securely (and correctly) fastened.**
- **No eating or drinking (including candy and gum)**
- **No inappropriate language or conversation**
- **No yelling**
- **No hitting or fighting**
- **No climbing over the seats**

If your student is suspended from riding the van, BodyMoves will provide written notice two days prior to the suspension date. You must then find alternate transportation or childcare for your student during the suspension. Students suspended from riding on the van may still attend the before and after care if they have alternate transportation. **You will still be responsible to pay your weekly tuition payment in full if your child cannot attend due to a van suspension. BodyMoves is NOT responsible for the safety of van riders who do not wear their seat belts.**

If a student misses the afterschool van, a fee of **\$15.00** will be placed on the student's account if the van returns to the school to pick up the student. **Please make sure your student's school does not delay the student, causing him/her to miss the van in the afternoon.**

**If the necessity arises to continue virus protocols, spaces on the van may be limited. To ensure your student has a space, you must turn your completed registration in as soon as possible.**

### After School Dance & Martial Arts Program (ASP):

The After School Dance & Martial Arts Program will begin if there is enough interest. If you are interested in this program for your student, please sign up at the front desk.

## Food:

BodyMoves BAC is an activity-based program that stresses good health through healthy body movement activities and proper nutrition. For your child to participate to his/her fullest potential, he/she must practice good eating habits. Please be aware that children will only be allowed to eat during designated eating times. **BodyMoves is NOT a nut free environment.**

**Breakfast:** Our Breakfast is **6:00-7:30 am**. Students may also bring their own breakfast in the morning, if they arrive in time to be done by 7:30 am. **No breakfast items may be consumed on the BodyMoves van.**

**Lunch:** On Full Day Care days, please pack a healthy nutritious lunch for your child. **Lunches will not be refrigerated they will be kept in a cooler. We will not microwave any personal food items for students at any time.**

**Snacks:** A late-afternoon snack will be provided for all children when they return to the center from school each day. You may send additional snack food with your child if you feel he/she will want additional food during snack times. On Full Day Care days, a morning and afternoon snack will be provided for the children.

**Optional Dinner Service:** The hot dinner service will be reinstated this school year. Information about food choices and prices, will be available at the front desk. Students may also purchase candy or snack/breakfast items after 4:30 pm.

## Student Spending Accounts:

Parents may create a spending account for their student by placing money on the student's account in advance of spending. Students may use spending account money to purchase dinner and additional snack items. Candy purchases must be made with cash in hand.

## Homework:

When your child returns from school in the afternoon, he/she will be given a snack. After snack, we will focus on completing homework. Up to one and a half hours may be devoted to homework completion, if necessary. The childcare providers are available to assist your child with his/her homework. **We are not responsible for your child completing his/her homework at BodyMoves. If you want your child to do his/her homework while in after care, you must let your child know that he/she is expected to work diligently to get all homework completed while in aftercare.**

The childcare providers maintain a productive homework environment, answer questions, and make every effort to keep children focused and on task. They **do not** do the work for the children. Students may bring tablets/Chromebooks to be used for homework only. **BodyMoves cannot be responsible for student's personal computers.**

## Week Off:

Students, who have been registered in the program for at least four consecutive school years (6/2019) **without a break in service**, are eligible to take a "tuition free" week off. The week off must be scheduled at least two weeks in advance and only two students may take off during the same week on a first come, first served basis. The week off cannot be broken into individual days and the student cannot attend the BAC at any time during their week off.

## Personal Belongings:

BodyMoves BAC is not responsible for lost, stolen, or damaged personal property. Please discourage children from bringing personal items (other than items required for school) to the center. Items that should not be brought to the center include, but are not limited to toys, MP3 players, CD's, jewelry, handheld games and weapons of any kind. **Students with cell phones must keep them turned off and, in their backpack, while at the center.** Parents who need to contact their children for any reason should call on the center phone (301-292-0043). Any unauthorized items brought to the center will be confiscated until the parent arrives to pick up the child.

**BodyMoves Property:**

**Parents will be responsible to replace any BodyMoves items broken by their students.**

**Student Behavior:**

We encourage students to maintain appropriate behavior by establishing clear and understandable rules that the students help to develop. Students are expected to respect everyone and the environment. Students are included in planning the daily activities of the center. Students may choose the activities that they participate in after homework is complete. This helps them learn decision-making skills while allowing them to have control over a part of their day. Students are rewarded when they display positive and helpful behavior. When it becomes necessary to address behavior challenges, reflection and redirection techniques are used to help the students think about how they could handle a situation better. Age appropriate time out is also used. **Students will be given two opportunities to correct inappropriate behavior. On the third incident, the student will be placed in age-appropriate time out. After the time out, if the student is still unable to correct the behavior issue, a parent will be called to speak with the student. A fourth behavior concern will result in calling the parent to come and pick-up the student. If it becomes necessary for us to call you to pick-up your student, you must do so within the hour. We will not contact you to pick-up your student until we have exhausted all attempts to deal with the student's behavior issue. Students not picked-up within an hour, may be suspended from the program for the following school day.** Students may be suspended or terminated from the program for continued behavior issues.

**Leaving the Program:**

**Any student leaving the program will be required to give a full two-week notice in writing. All termination notices must be handed in on a Monday to avoid paying additional tuition. All outstanding tuition and/or fees must be paid in full prior to leaving the program.** Two weeks tuition may be paid by cash or credit card in lieu of notice. Notice is not required if the student is not returning after the end of the school year. **Any outstanding balance remaining on a student's account longer than thirty days after leaving the program will be forwarded to our attorney for legal collection action. Collection action will result in additional fees, interest, and possible court costs. Your completed registration form is a legal and binding contract. By signing, you are agreeing to all the guidelines of the program and all policies outlined in this document.**

If you have any questions, please do not hesitate to speak to someone at the front desk.

**Thank you and welcome to BodyMoves Before & After School Care!**