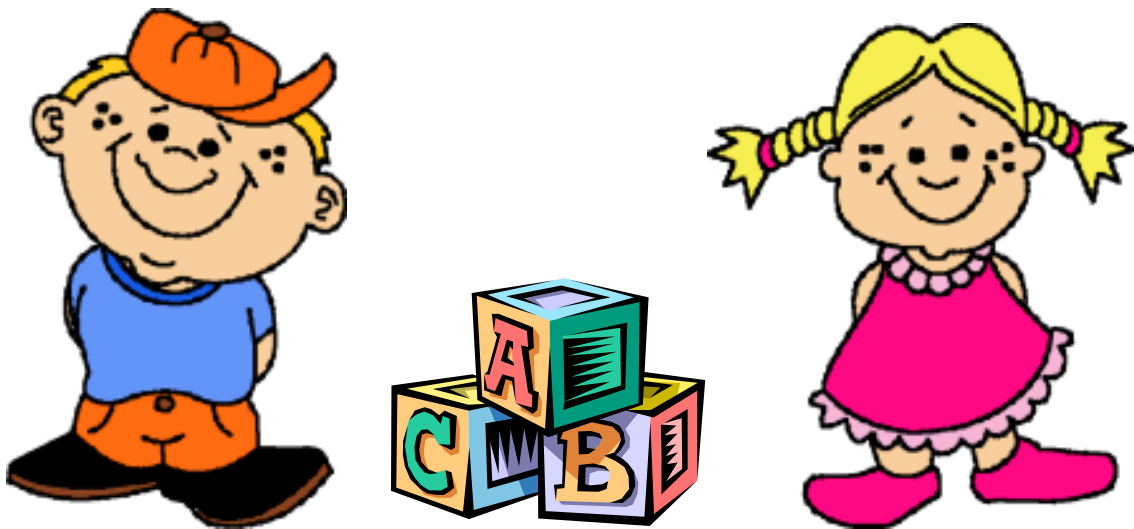


Imagination Station Child Care Center



Student Handbook

406 W. Garrison
Electra, Texas 76360
(940) 495-3646 (940) 495-3660 (FAX)



Hours of Operation:

6:00 a.m. – 6:00 p.m.
Monday – Friday

Ages:

Infants – 12 Years

Rates:

Full Time	\$90.00 per week
Additional Children	\$75.00 per week
After School	\$35.00 per week
Additional Children	\$25.00 per week
Weekly Drop-In	\$95.00
Daily Drop-In	\$20.00
Pre-School (Breakfast included) (3 days per week, 9 a.m. – 11 a.m.)	\$35.00
(3 days per week) (All Day)	\$60.00
Infants 0 – 12 Months	\$110.00 per week
Toddlers 12 – 18 Months	\$100.00 per week

- ❖ Late Payment Fee: \$10.00 a day
- ❖ Late Pick-Up: \$5.00 1st 5 minutes & \$1.00 every minute after that.
- ❖ Returned Check Fee: \$30.00

Tuition Charges & Fees:

A \$30.00 non-refundable registration fee for the enrolled program (for each child) is due at the time of application. No child can be placed either into a program or onto a waiting list without a paid registration.

Tuition payments for the program you selected are due in advance on Tuesday of each week through out the school year until such time that two week notice of withdrawal is delivered and in effect. Families for whom payments are not received prior to closing on Tuesday will be charged a late payment fee of \$10.00 a day. If tuition and late fees are not paid by the close of business on Friday, your child may not return the following week. If you wish to pay bi-weekly or monthly, tuition must be paid in advance.

Tuition is still to be paid even if your child does not attend.

We are unable to accept or continue in the program, children for whom tuition is delinquent for one week. There is a \$30.00 charge for each returned check we receive. Checks or money orders will be accepted for payment. Two returned checks would result in your account being placed on a money order only basis.



Admission:

Every child that is put in our care must have the following forms on file before they are accepted into our center:

Enrollment Forms: This is to be filled out by the guardian of the child(ren). This form must have the child's name, birth date, home address, phone number, guardian's name, address, work number, who the child may be released to, hours the child(ren) will be in care, physician's name, address and phone number, special problems and needs addressed, permission to video, photograph, transport, Emergency Medical Authorization and Doctor's Admission Health Statement.

Immunization Records: The parent has the option to fill out the portion of the enrollment form and have the doctor sign it, or they may get a copy of the form used by the health department. The parent will need to update the child's record each time the child has a shot to keep our records current.

Contact Sheet: The contact sheet is to let Imagination Station know whom your child is allowed to be released to, as well as their driver's license number, in case the parent(s) are unable to pick up the child. If the child is to be released to one of these people, the child's teacher and the director need to know in advance. As a safety precaution, when they pick up the child, their driver's license will be checked, before the child is released into their care. If they are not on the list, the child will not be released to them.

Sign In / Out:

Parents are required to sign their children in and out when the child enters and exits Imagination Station. Any special instructions must be put in writing and given to the child's teacher as well as the director.

Absences:

Please notify the director as early as possible if your child will be absent from childcare, either all day, after school or preschool. This is very important because we must account for every child we care for.

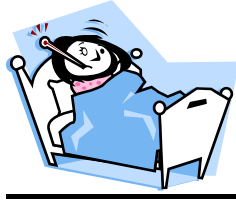


Vacation Policy:

We will be closed during the following holidays:

- ❖ New Year's Day
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Thanksgiving Day
- ❖ Christmas Day

A family may take a one week vacation consisting of 5 consecutive days per year. You will not be required to pay tuition for that pre-approved week.



Medical Policy:

In accordance with the state of Texas licensing regulations for Child Care Services, we must have for your child a completed set of immunization records and emergency cards, prior to enrollment. These forms will be provided in order to protect all children enrolled at the center. Your child must be kept home if he/she exhibits any of the following symptoms:

- ❖ An oral temperature of 99.9 degrees or greater; rectal temperature 99.9; armpit temperature 99.4 degrees or greater
- ❖ Sore or discharging eyes or ears
- ❖ Profuse nasal discharge
- ❖ Intestinal diarrhea and stomachache
- ❖ Vomiting
- ❖ Any undiagnosed rash
- ❖ Impetigo
- ❖ Ringworm
- ❖ Head Lice or Nits

If your child develops any of the above symptoms while at the center, we will isolate him/her and contact you to arrange for pick-up. If your child is sent home from the center ill, we ask that he/she not return until 24 hours after the symptoms have diminished. All medication provided by you must be stored in locked, childproof containers. Please do not send medications in your child's bag or backpack. All medication must be handed directly to the appropriate staff member.

In the event your child becomes ill, we shall provide a separate, supervised area for your child until you or an alternative care person can pick the child up. If your child becomes ill, please pick him/her up as quickly as possible.

If a child has any of the above within a twenty-four (24) hour period, the child should be kept at home to insure the child is completely well and no other children are exposed to the illness.

If your child has been exposed to or has acquired a contagious disease, the center is to be notified IMMEDIATELY!



Medications:

All medications to be given must be signed in on the sheet in the Director's office. The chart must have the parent's signature.

Medication must be clearly labeled with the child's name, date and must be in the original container.

Please make the director aware of any food allergies that your child has.

Notification of Special Needs:

Parents must notify the director in writing if their child needs special care because of any previous medical problems, disabilities, or limitations. If the child has special needs, the parent must provide a statement from the specialist in the field of the child's disabilities regarding skills, ability and care requirements.

Discipline:

Our staff will treat each child with respect and dignity. Guidance will be used to promote self-discipline and acceptable behavior. This guidance will be consistent and based on the individual child's needs and development.

No child will be subjected to striking or spanking. The staff will channel aggressive or problem behavior and teach the child to respect authority and the rights of others.

Brief periods of supervised separation (quiet time) from the group may be used if necessary.

Punishment will not be associated with food, naps or toilet training.

Concerns:

If a parent has a particular concern or problem that they feel needs to be addressed, the parent needs to bring these concerns to the attention of the director. This will prevent any communication breakdown and will insure a good relationship.



School Age:

A before and after school program is offered for school-age children. On days when the school is closed for holidays or teacher workdays, we accept the children for full days. When school age children are in care for a full day, there will be an additional \$9.00 a day added to their tuition.



Food Service:

A.M. snacks, hot cooked lunches and P.M. snacks will be served. All menus will meet and exceed the state required guidelines. If your child desires, they may bring their lunch. All meals will be served with juice, milk or water.

Emergency Procedures

Medical Emergency

In the case of an emergency, we will:

- ❖ Call 911
- ❖ Perform First Aid/CPR
- ❖ Contact the parents (if parents cannot be reached, next available emergency contact will be called)
- ❖ Call the child's physician

Vision & Hearing Screenings

We are required by the State of Texas to have vision & hearing screenings done once a year for children 4 years of age and older until they attend school.

Minimum Standards & Recent Inspections

To review a copy of the Minimum Standards, please contact a member of the office staff to set up a time to meet, or visit www.tdprs.state.tx.us.

How to Contact Licensing

Parents may contact licensing by:

- ❖ Calling 1-940-627-2188 ext. 207
- ❖ Visit www.tdprs.state.tx.us
- ❖ Call 1-800-252-5400 (PRS Abuse Hotline)



Rest Period:

All children will have a supervised rest period. Children may bring a small blanket and pillow to sleep on. Please take these items home each Friday to launder.

Parent Involvement

At Imagination Station, we have an open door policy. This means that parents have an open invitation to visit without prior notification.



Change of Clothes

Please make sure that your child has at least one change of clothes (two would be better for smaller children).

Make sure that all articles are labeled with the child's name.

Drop Off / Pick Up Policy:

Drop off time for Imagination Station is between the hours of 6:30a.m. and 10a.m. Children are not to be brought in after 10a.m. due to the confusion it causes in the classrooms.