

# IMAGINATION STATION

"A Creative Learning Center"

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## POLICIES & PROCEDURES

### OUR MISSION

Welcome to Imagination Station where learning and fun go hand in hand! We are committed to your family, providing a unique place designed just for kids! Our handmade and creatively constructed discovery and learning facility provides care and nurturing in a safe environment.

At Imagination Station children lead the way through hands-on interactive fun promoting intellectual, social, emotional and physical health. Arrays of age-appropriate activities are available throughout our facility as well as homework help. You will find no other place in Marshfield that provides such a high-quality and well-respected program for your child as we do.

We are a state approved and licensed facility. We prohibit discrimination in our programs and activities on the basis of race, color and national origin. A copy of the licensing rules for this facility is available for review at your request.

### PROGRAMS & TUITION

**Daily Rates:** \$30/full day for 2 year olds      \$28/full day for ages 3-5      \$25/full day for School Age  
**8:30-11:30 Part Day Rates:** 2 yr olds \$18/part day      Ages 3-5 \$15/part day

#### **PRESCHOOL:**

**2 year olds** **Part Day (8:30am-11:30am)**  M&W or T&Th \$140/mnth  M/W/F or T/Th/F \$210/mnth  M-Th \$280/mnth  M-F \$350/mnth  
**Full Day (7:00am-6:00pm)\***  M&W or T&Th \$240/mnth  M/W/F or T/Th/F \$360/mnth  M-Th \$480/mnth  M-F \$570/mnth  
(5% full-time discount)

**3-5 year olds** **Part Day (8:30am-11:30am)**  M&W or T&Th \$120/mnth  M/W/F or T/Th/F \$180/mnth  M-Th \$240/mnth  M-F \$300/mnth  
**Full Day (7:00am-6:00pm)\***  M&W or T&Th \$225/mnth  M/W/F or T/Th/F \$335/mnth  M-Th \$450/mnth  M-F \$530/mnth  
\*Our Preschool teachers leave between 3-4:30 daily. Students after 4:00pm will be in a mixed age group.) (5% full-time discount)

**SCHOOL AGE: (K-6<sup>th</sup>)**  After School (3:30-6:00pm) M-F \$120/month (set rate Aug. 14-May 21)  SUMMER \$25/full day  
"Art, Fitness & Fun Program" (When Marshfield schools are out there is no after school program but we do offer full day childcare for School age students at an additional charge of \$25/full day)

\*\* ACH registration for automatic monthly payments is required upon enrollment \*\*\*bimonthly ACH withdraws available for full-time students.

### ENROLLMENT REQUIREMENTS

- A **3 month minimum enrollment** is required for *all* students.
- A non-refundable **\$25 Enrollment Fee** is due upon enrollment. Students leaving for the summer will be charged a \$25 hold fee for a returning fall spot.
- Submit a *completed* **Enrollment Form**. Please make sure all information including all addresses and phone numbers are completed.
- Complete an **ACH Form** for automatic monthly payment.
- Review and return *signed* bottom portion of our **Policies and Procedures Form**.
- Preschool age: Submit a *doctor* completed & signed **Medical Examination Form & Shot Record Copy**
- School age: Submit a *parent* completed **Medical Examination & Shot Record Form**
- If applicable, a **Medication Authorization** form completed by the parent/guardian is required when medication is to be given to a child. Parents or guardians must bring the medicines (prescription and non-prescription) in the original container labeled with the child's name and instructions for administration, including dosage.
- A **Leave Authorization** form is to be completed by the parent when the child must leave the facility with another person besides the parent/guardian for routine activities such as scouts, music lessons, gymnastics, etc.
- If your child will be riding the school bus to ISM, you will need to call the Marshfield public schools superintendent's office at 859-2120 to schedule your child to ride **Bus #67**.
- Please call **Melanie at 859-6055 or 818-6070** if your child will be picked up from school instead of riding the bus to Imagination Station.

## ARRIVAL/PICK-UP

Please do not allow your child to come into Imagination Station unattended. Inform the teacher of your arrival and sign your child in or out for attendance. Never drop off or pick up your child without informing the teacher first.

Unless other written arrangements have been made, your child will be released only to you or to other individuals named by you on the child's enrollment form. No child will be released to anyone under the influence of alcohol or drugs.

## SAFETY

Safety is of utmost concern with all children at ISM. For this reason we will keep our doors locked from outside visitors for your child's safety and security. We provide a front door bell to ring when picking up your child.

- We have immediate access to three landline telephones and at least one cellular phone in the case of an emergency.
- Emergency drills will be conducted on a regular basis.
- Emergency exit routes are posted throughout the facility.
- A first aid kit is located in the front office.
- School age and Preschool age students will have separate play spaces unless 10 or fewer children total are remaining; in such cases multi-ages may be grouped together for activities.

We are required by Missouri State law to report all incidents of suspected or actual abuse or neglect of children regardless of whether they occur during or outside of school hours.

## ILLNESS/INJURY

- Children may not attend if they are ill or have a fever of 100 degrees or higher within a 24 hr. period of scheduled attendance. Please respect the health of others.
- We have a **"No Nit"** policy. A doctor's release stating that ***ALL*** individuals in your household have been lice & nit free for at least **1 week** is required before returning to Imagination Station.
- Parents/Guardians of students enrolling or enrolled at Imagination Station may request notice at any time during enrollment of students currently enrolled having immunization exemption on file.
- If your child is injured or becomes ill at ISM, we will:
  1. Notify you immediately.
  2. Follow your instructions if emergency medical care is needed.
  3. Note the date and the description of any accident or injury in your child's facility record.

## DISCIPLINE POLICY

- Children will follow simple, understandable rules. We use only constructive, age-appropriate methods of discipline to guide your child's behavior. We stress praise and encouragement of good behavior. Firm, positive statements or redirection are used whenever possible. Students misbehaving will be given ONE warning. The second offense will result in a time out "thinking chair". The third time parents will be contacted.
- If a brief supervised separation from the group is needed, the "Thinking Chair" is used as a time-out based on one minute per year of child's age. No form of physical or corporal punishment is allowed. This includes no spanking, slapping, pinching, kicking, poking or swatting. In addition, children will not be able to hurt others or themselves, or destroy property.
- Please remember that we care about all children at ISM and will always inform you of any problems or concerns, as well as outstanding behavior. We always welcome your feedback at anytime. ☺
- Please note that all staff members at ISM are mandated reporters of child abuse/neglect.

## MEALS & SNACKS

**We offer a morning snack, nutritional lunch and afternoon snack for full-time students. We do ask each child to bring a store-bought snack to share once a month with their classmates.** *(see snack schedule for your child's snack day)*

## CLOSINGS

- Our A.M. Preschool Classes and After School Program follow the Marshfield Public Schools calendar. We will be closed when Marshfield Schools are closed. Full day childcare is available at additional rates for those not enrolled fulltime.
- We will make every attempt to remain open during inclement weather, however; we will close in the case of dangerous road conditions or states of emergency.
- We will close to observe the following holidays/vacations: Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Good Friday, Memorial Day and Independence Day. Please see our calendar for a complete list of closings. Additional days closed before or after Thanksgiving and Christmas may be added. We do not charge on extra days we close for Holidays. We will be open full-time during the Summer!

**TERMINATION OF CARE**

A written **ONE MONTH NOTICE WITH PAYMENT**, due by the 15th of the month, is required by you for permanent withdrawal or reduction in enrolled days. You may choose to not send your child during the final month, but **PAYMENT IS STILL DUE**. Refunds or credit will NOT be given for early withdraw or missed days during the program enrollment.

Furthermore; we have the right to terminate the care of your child when we believe it is to the child’s benefit and/or required for the welfare of other children/staff in our facility.

**TUITION BREAKDOWN**

- We have a **\$25 non-refundable enrollment fee** for ALL students due at time of enrollment.
- Our **SET MONTHLY RATES** are due through ACH enrollment.
- *Daily Rates:* *\$30/full day for 2 year olds*  
*\$28/full day for ages 3-5*  
*\$25/full day for School Age*

*8:30-11:30 Part Day Rates: 2 yr olds \$18/part day Ages 3-5 \$15/part day*

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- All fees are due on a monthly or bi-monthly basis deducted by ACH on the 1<sup>st</sup> &/or 15<sup>th</sup> of each month.
- **ALL REGISTERED DAYS MUST BE PAID FOR IN ADVANCE REGARDLESS OF SCHEDULED OR UNSCHEDULED ABSENCES. IF YOUR CHILD MISSES A DAY, PAYMENT IS STILL DUE AND NO CREDITS OR REFUNDS WILL BE ISSUED.**  
 (Your child is in a reserved spot at Imagination Station)
- \$25 fee will be added to your balance for returned NSF payments.
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We thank you for your interest in Imagination Station and we are happy to have you join us!