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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 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

T/TH <u>Preschool Program</u>	Ages 3-5	T/Th	8:30-11:45a.m.	7:30a.m.-6:00p.m.
	Tuition:		Half days \$120/mnth	Full days \$200/mnth
M-F <u>After School Art & Gym</u>	Ages 5-13	M-F	3:30pm-6:00pm	
	SET RATES: \$40/month	(2days per week)	\$60/month	(3days per week)
			\$80/month	(4 days per week)
			\$100/month	(5days per week)
			(After School Rates includes early release ½ days)	
	M-Th- Art Class	T/TH/F- Gym/Walking	Field Trips on half days	

WE NOW HAVE SET MONTHLY RATES * ACH automatic monthly payment registration is required upon enrollment *****

CLOSINGS

- We have a **2 days per week** minimum enrollment.
- We follow the Marshfield Public Schools calendar. We will be closed when Marshfield Schools are closed.
- 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. If Marshfield Public Schools cancel, then so are we.
- 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.

ENROLLMENT REQUIREMENTS

- A 3 month minimum enrollment is required for *all* students.
- A \$25 Enrollment Fee is due each year.
- Submit a completed **Enrollment Form**
- 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 **Medical Examination/Shot Record Form**
- 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 Asst. Sup. Alan Thomas at 859-2120 to schedule your child to ride **Bus #33**.
- 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 leave with 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 two 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 2 weeks is required before returning to Imagination Station.
- 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. 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.

TERMINATION OF CARE

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

MEALS & SNACKS

We ask each child to bring a special store bought snacks to share **once a month**. (see snack schedule for your child's snack day)

Full day food schedule is as follows: a.m. snack 9:30 lunch 12:00 p.m. snack 3:00/3:45

FEES DUE

- We have a **\$25 non-refundable enrollment fee** for ALL students due at time of enrollment.
- Our **SET MONTHLY RATES** due through ACH enrollment are as follow:

PRESCHOOL HALF DAY MONTHLY RATES (8:00am-Noon)

2 half days **\$120/mnth**

PRESCHOOL FULL DAY MONTHLY RATES (7:30am-6:00pm)

2 full days **\$200/mnth**

AFTER SCHOOL MONTHLY RATES (School age) (3:30pm-6:00pm)

M/W- Special Activity T/TH- Art Class F-Gym/Walking Field Trips on half days

\$ 40/month (2 days per week)

\$ 60/month (3 days per week)

\$ 80/month (4 days per week)

\$100/month (5 days per week)

(After School Rate includes early release ½ days)

- ☺ *An additional discount is offered for multiple children enrolled from the same family.*
- All fees are due on a monthly basis due by ACH on the first 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..

We thank you for your interest in Imagination Station and hope you will join us!