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POLICIES & PROCEDURES

PROGRAM 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 hand made 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. An array of age-appropriate activities is available throughout our facility as well as homework help. You will find no other place in Marshfield that provides such a quality program for your child as ours does.

We are a state approved and licensed facility. A copy of the licensing rules for this facility is available for review at your request.

HOURS OF OPERATION

We are Open:

M-F -for our After School Program (3:30-6:00pm)

(We WILL be open earlier on Half Days Out and Full Days for Teacher Meetings and Work Days.)

T/TH -Full Day Preschool (7:30am-6pm)

T/TH -Half Day Preschool (8:30am-Noon)

➤ Please Remember that we are a Learning Facility and NOT a Day Care.

CLOSINGS

- We follow the Marshfield Public School schedule and will close when they 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.
- We will close to observe the following holidays: Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Good Friday, Memorial Day and Independence Day. (Other dates may be added as needed)

ENROLLMENT INFORMATION AND REQUIRED FORMS

- A 2 days per week minimum enrollment is required for Preschool students.
- A 3 month minimum enrollment is required for *all* students.
- Submit a completed **Enrollment Form**
- Submit a 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 beside the parent/guardian for routine activities such as scouts, music lessons, gymnastics, etc.
- If your child will be riding the school bus from or to ISM, you will need to call Asst. Sup. Alan Thomas at 859-2120 to schedule your child to ride **Bus #65.**
- 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.

FEES

- **We have a \$25 non-refundable enrollment fee.**
(Enrollment fee for after school only is \$10)
- Our **SINGLE DAY** Rates Are: (*listed without early pay discount)
\$25 per Full Day - 7:30-6:00
\$15 A.M. Preschool -8:30-Noon
\$ 7 After School -3:30-6:00 (\$5 if picked up by 5 p.m.)

**Full Day Includes 2 snacks & Lunch*

***SAVE \$\$\$**PAY BY THE 25TH OF PREVIOUS MONTH DUE AND RECEIVE A 5% DISCOUNT FOR EARLY PAYMENT!!**

- **All fees are due on a monthly basis due by the first of each month.**
- **ALL REGISTERED days must be paid for regardless of scheduled or unscheduled absences.**
(Your child is in a reserved spot at Imagination Station)
- A late fee of \$25 will be charged on unpaid balances after the 10th of every month.
- \$25 fee will be added to your balance for returned checks.

MEALS & SNACKS

We ask each child to bring snacks to share *once a month*.

Full day food schedule is as follows:

a.m. snack 10:15 lunch12:00 p.m. snack 3:15/3:45

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 take your child without informing the teacher.

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 obviously 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.

- There is immediate access to two landline telephones and at least one cellular phone at I.S.M. in the case of an emergency.
- Emergency drills will be conducted on a regular basis.
- Emergency exit routes are posted throughout the facility.
- Use of spray aerosols in the presence of children is prohibited.
- A first aid kit is located in the front office.
- During overlap, School age and Preschool age students will have separate play spaces.

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. Please respect the health of others.
- If your child is injured or becomes ill while in our care, 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.

PARENT COMMUNICATION

We strongly encourage parent/teacher communication. We are a team in your child's education. We offer a variety of ways to provide open communication including: daily verbal feedback, notes to parents parent/teacher conferences, emails and/or phone calls.

TERMINATION OF CARE

We have the right to terminate care of your child when we believe it is to the child's benefit or required for the welfare of the other children in care. You will be given a 2 day advanced notice of dismissal.

A written notice given 2 weeks in advance is required by you for permanent withdrawal from our program for any reason. You may choose to send your child during these two weeks but payment is still required. Refund or credit will not be given for early withdraw from the program.

Please Sign and Return Bottom Portion

I have reviewed Imagination Station Policies and Procedures and agree to abide by them.

Parent/Guardian Signature

Date