

**For more  
information please  
call 719-272-9070  
659-6818, or 659-6819**

# Junior Academy

Imagination in Education

## **Parent Enrollment Packet**

### **Our D8 and D3 On Sites**

**Fountain@Lorraine 321-7309**

**French 659-6801**

**King 659-6802**

**Sunrise 659-6808**

**Venetucci 659- 6812**

**Webster 659-6814**

**[www.jracademykids.com](http://www.jracademykids.com)**



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Centers**

Junior Academy Children's Centers  
Imagination in Education



Parent Information Handbook

PURPOSE OF OUR PROGRAM

The purpose of our program is to provide supervised care before and after school, while offering a variety of well-planned activities to meet the needs of each child. We strive to provide an environment where children can have a safe, caring atmosphere.

AGES ACCEPTED

We accept children ages five to thirteen. It is our policy to evaluate each child individually for his/her specific needs at the time of enrollment. Decisions related to the enrollment, placement, or dismissal of a child with a disability or chronic condition will be in compliance with the Americans With Disabilities Act.

HOURS OF OPERATION

Imagination in Education will operate the extended care program from 6:00am to 6:00pm (**see individual programs for exact hours**) Monday through Friday. During school breaks or snow days when regular classes are not in session, parents will be notified where care will be provided. We will be closed for the six major holidays every year.

INCLEMENT AND EXCESSIVELY HOT WEATHER

Weather in Colorado can change rapidly, so we recommend that the children be prepared for weather changes. A jacket is needed almost daily. The children have access to a shaded, sheltered or inside building area at all times to guard against the hazards of Colorado weather. It is the responsibility of the parents/guardian to ensure that their child is dressed appropriately.

RULES OF ENROLLMENT

Parents must visit the program with their child before enrollment and are invited to visit often and meet with the directors and staff.

Each new parent must complete an enrollment form and pay the required registration fee, which is non-refundable each session.

We must have a current immunization record and health status form upon enrollment.

STAFF TO CHILD RATIO

The Colorado State Department of Social Services requires a staff/child ratio of at least 1:15; however Imagination in Education strives to keep our ratio at least 1:12.

## PROCEDURES FOR IDENTIFYING WHERE CHILDREN ARE AT ALL TIMES

Each Imagination in Education program has a designated place for the children to sign in each day. Depending on location, the children will then remain in the main program area, go to the gym or outside, or go to a classroom or other activity.

If a child is expected and does not check in, the director will check with the front office staff to make sure the child was in school for the day, followed by an active search for the child, then call the child's parents and emergency contacts to find out where the child is. If the child is not accounted for the director will follow our MISSING CHILD PROCEDURE.

Children checking out of the main program area will let their supervising teacher know where they are going to be. We count the children continuously.

## MISSING CHILDREN

We know the whereabouts of all the children at all times. If one is missing the policy regarding a missing child is as follows:

1. The school office will be contacted.
2. The school and grounds will be searched for the child.
3. If the child is not located within minutes, the parents or guardians will be notified.
4. If the staff is reasonably sure that he/she is missing, the Program Leader will make arrangements for the search while the Director will notify the Executive Director immediately!!!
5. The staff will then call 911 with the pertinent information.
6. The Department of Human Services will be contacted if required.
7. After the proper notifications have been accomplished the director will return to the group and cooperate to the fullest with any of the authorities involved.

It is very important that we have full communication with the parent regarding attendance information. Please call in if your child is sick or will not be in our care on a normally scheduled day.

## BEHAVIORAL GUIDANCE/DISCIPLINE

Behavioral guidance and discipline will be constructive and educational in nature. It will include such measures as diversion, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior. Staff will handle all discipline. Parents are encouraged to communicate with staff any concerns they may have.

## REMOVAL OF A CHILD FROM THE PROGRAM

Any child who needs constant behavioral guidance from the staff at the extended care program is subject to removal from the program. In the event that a child becomes a discipline problem, the parents will be notified and a plan will be developed between the staff, child and parents. If at any time a child becomes a danger to himself or to the other children, Imagination in Education will request that the family make other arrangements for the child. If after evaluation, it is determined that Imagination in Education cannot meet the needs of the child, where the child can develop his/her optimum potential, Imagination in Education will request the child be placed in an environment that would most benefit the

child. If behavior does not improve and if program safety can be maintained, the parents will be asked to make other arrangements for the child within one week.

### ATTENDANCE AND ILLNESS

Parents must enroll for either the daily rate or weekly (five day) rate. Parents must give a 2 week written notice to change from a weekly attendance schedule to daily attendance schedule, which may only be done once per session.

In an event of illness, the parent will be notified immediately and the child will be isolated and made comfortable until the parent arrives. If the illness is contagious, the other children will be monitored and all the parents will be notified.

**Parents are required to sign their child in and out.** If the identity of the person picking up the child is not positively known by the teacher on duty, the authorized adult will be required to show proper identification. Children will only be allowed to leave the program with an authorized adult.

### INJURIES

If a child is injured while at our program, the staff will treat the injury as needed adhering to Red Cross guidelines.

The responding staff member is responsible for writing up an accident report and notifying the director. After the parent signs the accident report we will keep it on file for future reference. A parent or emergency contact will be notified of any head injuries and any other accidents that need parental notification. EMS will be contacted as needed. All staff of Imagination in Education has permission to seek medical care for any child which is given by parent consent on the Enrollment Form.

### IN CASE OF EMERGENCY

In the event of a natural disaster we will follow the steps below.

1. The Program Leaders will be responsible for accounting for each child.
2. The Program Director will be responsible for contacting the authorities.
3. All the children will be reassured.
4. As soon as the immediate danger is over, the parents will be contacted with instructions as to the location and well being of their children.
5. In case of emergency or unscheduled closure that requires transportation, all the children will be transported to the nearest Junior Academy location: Junior Academy, 1311 North Nevada, 632-7681, Junior Academy Small Wonders, 4750 El Camino Drive, 598-2095, or Imagination in Education at Talbott, 401 Dean and Fordham, 659-6819 or 659-6818.

### IN CASE OF FIRE

The procedure for evacuating for a fire is different at every school. However, the evacuation procedures that are followed are posted at each site. The staff on duty will have an updated attendance sheet with them at all times to make sure that all of the children are present. The children or staff will not stop at any time to collect personal belongings. The director on duty is responsible for calling 911 and checking the program to make sure it is fully evacuated. If an evacuation of the school is necessary for the remainder of the day, the children in our program will be transported to one of our Junior Academy locations.

We are required to have a fire drill that is treated as if there was a real fire, once a month.

### IN CASE OF TORNADO

The procedure for a tornado is different at each site. The evacuation procedure is posted on the Parent Board for each particular school.

We are required to have tornado drills during tornado season.

### IN CASE OF BLIZZARD

In Colorado there are storms from time to time that hinder the parents from being able to pick up the children. Our policy at Junior Academy/Imagination in Education is to remain open until each and every child is picked up. In case of extreme storms we will call parents to pick up their children early. If the child's school has an early closure because of a snow storm we will be open for the children but ask that you pick them up as soon as possible so that our staff can get home safely. In the event of a exceptionally bad storm we may have to close some or all of our centers, this will be announced on Channels 5 and 11 or radio.

### FIELD TRIPS

Special field trips will be planned for the children. Parents will be notified in advance of such trips. The program director will be aware of the location of all children at all times. Each staff member will be a primary caregiver for a group of children. These children will be accounted for by a name to face recognition at every transition. If it is necessary for a parent to pick up their child during a field trip, arrangements need to be made with the director. Junior Academy buses will be used for transportation. When on a field trip, the bus drivers have cell phones to contact home base in case of an emergency. Directors will have access to phones or cell phones for emergency use.

### TRANSPORTATION SAFETY RULES

- The children and staff will remain seated at all times and all their extremities will remain in the vehicle at all times.
- Staff will actively supervise the children at all times.
- There will be a first aid kit in the vehicle at all times.
- The children/staff are not permitted to eat or drink on the bus.
- Whenever possible, the children will be unloaded next to a curb. Children will never be left unattended on the bus.
- All of our drivers have CDL licenses and DOT physicals.

### AUTHORIZED PICK-UP

- All parents are required by state law to sign their child in and out every day.
- To be authorized to pick a child up from Imagination in Education that person MUST be on the child's pick-up list on the enrollment form.
- If for any reason, the staff does not recognize an authorized person who is picking up a child that person will be asked to show photo identification to approve the release of any child. This also includes all parents.

- If someone other than an authorized person will be picking up the child we will need a **VERBAL** notification in advance from an authorized parent. **Due to licensing restrictions written or text messaging cannot be accepted.**
- If the staff suspects that the designated person picking up the child is under the influence of drugs or alcohol, the child will not be released and an emergency contact will be called or other arrangements will be made. If the parent insists on taking the child proper authorities will be notified.
- Under no circumstance will a child be released to a non-authorized person.

### LATE CHARGE

There will be a late charge of \$5.00 one minute after closing and \$1 for each minute thereafter, to be paid to the staff member on duty at that time. We cannot add this to your account. In the event that no one has picked the child up 15 minutes after closing, the staff person on duty will contact the parents, and then all emergency numbers. If no one has arrived by 7pm the Department of Human Services will be called and the child will be placed in their care. The staff person on duty will not leave the premises until the child has been picked up.

### LATE ARRIVAL

If the children arrive late to their Center on a fieldtrip day a note will be posted on the Center's door giving the location of the group, the time they left and the time they are expected back. Parents can drop off their child at that location or they may also take their child/children to our nearest main center.

### MEDICATION

Medication prescribed for an individual child shall be kept in the original container bearing the original pharmacy label which shows the prescription number, name of the medication, date filled, physician's name, child's name and direction for dosage. For ANY medication (prescribed or over the counter) a permission slip must be filled out by a doctor. Medication must be given to the Director to be stored in a lock box away from the children. If the child has an inhaler they may carry it themselves with written notification by the physician and parent. (This notification must be on file at the center and staff must be notified.)

### SUNSCREEN

Imagination in Education provides sunscreen PABA free, SPF 25 or higher waterproof Sun Block Lotion from each child at the beginning of the summer to use on the children. The sunscreen is put into a "sunscreen pool" for community use. If you do not want your child to use other types of sunscreen please send a bottle labeled with his or her name. There is an additional charge at the beginning of summer.

### PERSONAL BELONGINGS

We strongly recommend a backpack or other suitable bag to keep all personal belongings together. PLEASE MARK ALL PERSONAL PROPERTY WITH YOUR CHILD'S NAME.

When it is necessary for money to be brought to school, it should be placed in an envelope that is labeled with the child's name. Extra money should not be brought to school.

If a child has a significant amount of money with him/her, please advise them to leave it with a teacher.

We suggest that children do not bring a cell phone to Imagination in Education. If the child owns a cell phone it will need to be turned into the director during childcare hours. The child can receive or make calls from the phone under the direct supervision of a staff member.

There may be special events where children may bring electronic games however, gaming devices such as game boys, PSP, etc. are BANNED from all Junior Academy Children's Centers. If a child brings one of these devices to Imagination in Education it will be confiscated and held by the director until the parent can pick it up.

### TELEVISION/VIDEO VIEWING/ SPECIAL ACTIVITIES

Movies will be shown twice a month as a special event. The children will also have an optional activity available. From time to time, special activities will be available also. Information about these activities will be available in the monthly newsletter. During these activities, the staff will be responsible for the supervision of the children. Our staff will be required to be actively involved with the children to make the viewing an interactive experience. All movies not rated G will be posted. We will only show G or PG rated movies. If you do not wish your child to view these movies or participate in any other activities, please let the director know in writing.

### MEALS AND SNACKS

Kindergarten students attending the extended care program will have the option of purchasing a lunch ticket or bringing a sack lunch from home.

On days that the elementary school's cafeteria is not available, each child will be responsible for providing his/her own lunch. If Imagination In Education must provide a lunch for your child there will be a charge. (There may not be a microwave available for the children's use.)

A snack after school will be provided.

### VISITORS

Visitors are always welcome. All visitors must sign in at the front desk and show proper identification.

### FINANCIAL OBLIGATIONS

Upon enrollment parents must read and sign a copy of our financial obligations. All payments are to be paid weekly, bi-weekly, or monthly in ADVANCE.

A two-week written notice is required before a child can be withdrawn from the program. A two-week payment is required in lieu of notice. Vacation time cannot be used in lieu of notice for withdrawal. Any child who has not attended in 30 days will be charged a new registration fee. There are additional charges for late starts/early dismissals.

There is up to a \$25.00 service charge on all returned checks,

A finance charge at the rate of one and three-fourths percent (1-3/4%) per month will be added on past due accounts. If tuition is not paid by Monday a \$25.00 late fee will be added on Tuesday morning. Parents must choose either the weekly or daily rate and give

a 2-week written notice to change from weekly to daily and this may only be done once per session. The parent is responsible for the attendance schedule that the parent has signed the child up for.

If there is a financial problem, please contact the director as soon as the problem arises.

CHILD ABUSE AND/OR NEGLECT

A Colorado Statute (19-10-102 to 115) requires the reporting of child abuse and/or neglect cases to the appropriate county department of local law enforcement agency. Childcare workers are required to report suspected abuse or neglect. It is the intent that as the result of such reports, protective social services shall be made available in an effort to prevent further abuse and to safeguard and enhance the welfare of such children.

TO REPORT SUSPECTED CHILD ABUSE, CONTACT:

El Paso County Department of Human Services  
105 North Spruce  
Colorado Springs, CO 80905  
(719)444-5700

TO REPORT A LICENSING COMPLAINT, CONTACT:

Department of Human Services  
Child Care Licensing  
1575 Sherman St.  
Denver, CO 80203  
(303) 866-5948

TO OBTAIN CHILDCARE RULES AND REGULATIONS

[http://www.cdhs.state.co.us/childcare/licensing\\_home.htm](http://www.cdhs.state.co.us/childcare/licensing_home.htm)

Because of unforeseen happenings, our program may be subject to last minute changes. Financial and program policies may be subject to change. Please contact the program director for further information.

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I, \_\_\_\_\_ have read and fully understand the Imagination in Education Parent Handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



E.F. \_\_\_\_\_  
Rate \_\_\_\_\_

Start Date \_\_\_\_\_  
Days: \_\_\_\_\_  
Site: \_\_\_\_\_

## JUNIOR ACADEMY CHILDREN'S CENTERS IMAGINATION IN EDUCATION



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Last name of Child	First	Middle	Name Called
Sex: M _____ F _____	_____	_____	_____
	Date of Birth	Address	Zip Code
			Phone #
If different, Mother's _____	Father's _____	_____	_____
		Address	Zip Code
			Phone #

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Mother's Name	Where Employed	Employers Address	Employer's Phone #
	If Military		
SSN	Company/Unit	Commander's Name	Phone #

Married \_\_\_\_\_ Divorced \_\_\_\_\_ Separated \_\_\_\_\_ Widowed \_\_\_\_\_ Other \_\_\_\_\_

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Father's Name	Where Employed	Employers Address	Employer's Phone #
	If Military		
SSN	Company/Unit	Commander's Name	Phone #

If neither parent can be reached in case of emergency or special circumstances:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**In case of emergency, if I or my child's physician cannot be reached, I hereby give my consent to the Junior Academy Children's Center to call a physician or to take such action as it deems necessary for medical or surgical care and I agree that any expenses will be accepted by**

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Child's doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Doctor's Address: \_\_\_\_\_

Child's dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Dentist's Address: \_\_\_\_\_

Hospital preferred: \_\_\_\_\_ Health Insurance provider: \_\_\_\_\_

Hospital Address: \_\_\_\_\_



Past history of serious illness, injury, lacerations, \_\_\_\_\_ nosebleeds, allergies, penicillin/drug reactions, sunburns, special medication, asthma treatments, convulsions, prolonged bleeding, or diet routine: \_\_\_\_\_

Allergies, describe: \_\_\_\_\_

- Toddler Parents: I give my permission for my child to sleep on a cot \_\_\_\_\_

I give my permission for my child to be served peanuts, peanut butter and/or nuts. (Please initial) \_\_yes\_\_no

Is your child on medication or under medical care at this time? Explain: \_\_\_\_\_

Please give any information that will be helpful to the staff in assisting your child to make an adjustment to group experiences: eating and play habits, sleeping patterns, likes/dislikes: \_\_\_\_\_

Date of last hearing screen \_\_\_\_\_ Date of last eye exam \_\_\_\_\_ Date of last dental exam \_\_\_\_\_

Do you have any special behavioral or emotional problems with your child? \_\_\_\_\_

What types of control over the child's behavior are most frequently used? \_\_\_\_\_

Do you grant permission to Junior Academy Children's Center to appropriately discipline your child as needed? \_\_\_\_yes \_\_\_\_no

Child's previous childcare/school experience (school, grade level)? \_\_\_\_\_

List ages and sex of other children in the family: \_\_\_\_\_

Swimming proficiency: \_\_\_\_\_ Roller skating proficiency: \_\_\_\_\_ Shoe Size: \_\_\_\_\_

Activities you do not want your child to participate in: \_\_\_\_\_

The persons listed below have permission to pick up (child's name) \_\_\_\_\_ from the Junior Academy Children's Center.

**PLEASE INCLUDE YOURSELF.**

1. (Mother) _____	Address: _____	Phone: _____
2. (Father) _____	_____	_____

**OTHER:**

3. _____	Address: _____	Phone: _____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

**NAMES OF PERSONS NOT PERMITTED TO PICK YOUR CHILD UP:**

Name: _____	Address: _____	Phone: _____
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Any Additional information: \_\_\_\_\_



I have read the Enrollment Rules as listed on the \_\_\_\_\_ policy sheet for Junior Academy Children's Centers and I agree to abide by the rules as set out therein.

I give my permission for my child to go on trips or transportation to and from school away from the premises of the JA/IEE location, whether on foot or by vehicle.

I have read the rules for enrollment and I understand that Junior Academy Children's Centers cannot be held responsible for accidents that may occur to my child while on field trips or while using school transportation. It is understood, however, that the insurance provided by Junior Academy Children's Centers is in effect during school hours and on field trips or while being transported to and from school.

I agree to give \_\_\_ ONE MONTHS NOTICE (Preschool/Toddler) I agree to give \_\_\_ TWO WEEK'S NOTICE (B/A School/Day Camp); \_\_\_ before withdrawing my child from Junior Academy Children's Centers. If such notice cannot be given, I agree to pay the tuition for that period in lieu of notice of withdrawal.

I agree to pay attorney's fees, interest and collection costs incurred by Junior Academy Children's Center over any past due or unpaid accounts I may have with Junior Academy Children's Centers.

I agree to provide sunscreen for my child, or give my permission for the Junior Academy Children's Centers to administer sunscreen: \_\_\_\_\_

\_\_\_\_\_  
Signature of Mother  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Father  
Date: \_\_\_\_\_

\_\_\_\_\_  
Enrolling Teacher  
Date: \_\_\_\_\_

Circle days child will attend: M T W TH F  
\_\_\_\_ Half Day \_\_\_\_ Full Day

Name of relative in town \_\_\_\_\_ Phone \_\_\_\_\_

Address of relative in town: \_\_\_\_\_

Name of close friend in town \_\_\_\_\_ Phone \_\_\_\_\_

Address of close friend in town: \_\_\_\_\_

How did you hear about Junior Academy Children's Centers? \_\_\_\_\_

**JUNIOR ACADEMY TALENT RELEASE AGREEMENT**

I hereby grant Junior Academy Children's Centers the absolute right and permission to copyright, broadcast or resell photographic or videotape pictures of my child, including voice recordings, or in which may be included in whole or part, for our advertising, trade or any other lawful purpose whatsoever.

I hereby waive my right that I have to inspect and or approve the finished product or the advertising copy that maybe used in connection therewith, or the use to which it may be applied.

I hereby release, discharge and agree to save Junior Academy Children's Centers from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the making of said pictures or tapes, or in any processing towards the completion of the finished product.

I understand that no fees are offered and I release Junior Academy Children's Centers from any liability therefore connected.

Child's Name \_\_\_\_\_

Parents Name \_\_\_\_\_

Parents Signature \_\_\_\_\_ Date \_\_\_\_\_

Please provide 2 email addresses and 2 cell phone numbers for updates about early release, closures etc.

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
CELL PHONE

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
CELL PHONE

12/4/17

**JUNIOR ACADEMY  
IMAGINATION IN EDUCATION, LTD.  
FINANCIAL OBLIGATIONS**

Revised January 10, 2018

**Enrollment Fees**

1. Upon enrollment, and every session thereafter, every parent must complete an enrollment form and pay the required enrollment fee, which is non-refundable. Also, parents must read all information relating to financial obligations and school policies.
2. To take part in any enrollment incentive such as an enrollment discount, your current account must be at a zero balance.
3. Enrollment fees are due every session. We offer a Fall session and a Summer session each year.

**Payments/Charges**

1. **ADVANCE** payments are required.
2. A finance charge at the rate of one-and-three-fourths percent (1-3/4%) per month will be added on past due accounts.
3. If the child's account is not paid by Monday of the following week, a \$25.00 penalty fee will be assessed. All bills must be settled before the child leaves the school.
4. There will be a \$25.00 service charge on all returned checks.
5. There will be a charge of \$5.00 for forgotten lunches.
6. Depending on the circumstances, we may add a transportation surcharge.
7. Parents will be responsible for attorney's fees, late payments charges, interest, and collection costs incurred by Junior Academy/Imagination in Education for any past due or unpaid accounts.
8. For all Before/After School programs parents must enroll their child for either the daily or weekly rate. For daily, you will be charged one day per week whether your child attends or not. This includes weeks when your school is closed. For Junior Academy Children's Centers, a minimum three day attendance is required for preschool, and Day Camp and five days for toddlers.
9. At all sites, you will be charged for the 6 major holidays that Imagination in Education/Junior Academy is closed as well as additional charges for late starts/early closures. These include Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas Eve and Christmas Day, and New Year's Eve and New Year's Day. If the holiday falls on Saturday or Sunday, the centers will be closed on either that Friday or Monday. You may choose to use a vacation day in lieu of paying for that day if you are enrolled on a weekly contract. We also charge additional fees for late starts/early dismissals and day camp days.
10. For Imagination in Education only and JA and SW before and after school care, you must give a two week written notice to change from a weekly attendance schedule to a daily attendance schedule (this may be done once per session).
11. You must give a two week written notice to withdraw from the Before/After or Day Camp program; four week written notice to withdraw from Toddler or Preschool. Payment is required in lieu of notice and vacation time may not be substituted. If you are dismissed from our program for a payment or behavior issue or any other negative irreconcilable reason concerning the parents and/or the children, JA,SW or IIE may hold the parents responsible for the full notice.
12. Families who sign up for scheduled Day Camp days and do not attend or call to cancel (outside a reasonable time frame as set by the program) will be charged a \$10.00 fee. If you show up for a scheduled Day Camp day and you have not signed up in advance, you will also be charged a \$10.00 per child fee in addition to your regular charge and/or you may be turned away if we do not have enough staff to accommodate your child.

**Discounts**

1. We offer a 15% discount off each additional child's lower rate at Imagination in Education Sites and a 20% discount at Junior Academy sites. We do not offer a discount for Late Starts and Early Dismissals.
2. We offer a 10% Active Duty Military Discount.
3. We offer two options for teachers (you may choose one of the following-please let your director know your choice at the time you enroll since you will not be able to change this once it has been set in place.)
  - a. Teachers can receive a 10% discount and 10 days of vacation time (D11) (weekly rate only) D20 teachers receive 5 days of vacation due to extra district closure days. (weekly only) Daily rate must pay for one day a week. OR
  - b. Teachers will not be charged for days that school is not in session. ( weekly rate only) Daily rate must pay for one day a week.

Bonus: your child may attend our program for free on mornings or afternoons that you have staff meetings, only if your child attends the school where you work.

## Vacation

Bonus: For parents who sign up for the weekly (five day) attendance, each child will receive 10 vacation days per session. D20 children who are weekly will receive 5 days vacation per session due to extra district closure days. For Junior Academy sites, those on three day attendance will receive 6 vacation days per session.

1. If you attend less than 6 weeks during our Summer session, you will not receive any vacation time.
2. Vacation days for a partial session will be determined at the bookkeeper's discretion.
3. Vacation days may not be carried over from one session to the next.

## CCCAP

1. Co-pays are due by the 10<sup>th</sup> of each month. There will be a \$25 penalty fee for each week the co-payment is late. If you are unable to make your co-pay you **MUST** make arrangements with the bookkeeper.
2. You are responsible for any charges for all activities, transportation, gas etc., at all Junior Academy or Imagination in Education sites.

## Custody Contracts

1. In order to make any type of childcare custody arrangement you must present a copy of your custody contract.
2. Vacation time will be determined by the bookkeeper, based on your attendance schedule.

**If there is a financial problem, please contact the director as soon as the problem arises.**

## SCHOOL POLICIES

The purpose of our center is to help each child obtain his/her optimum development intellectually, physically, socially and emotionally, while enjoying a quality educational/recreational program.

1. Parents must visit the center with their child before enrollment. Contact the director immediately should any questions or problems arise. Special needs children will be evaluated on an individual basis. Contact the director for details.
2. Children will be allowed to be picked up from the center or activity ONLY by an authorized parent or parent representative. (ID may be required.) If the child must be picked up during a field trip, then the child will have to remain at the school, if open, OR be picked up by the parent at the planned event. The center should be notified the day before.
3. Center hours may vary by location. Please contact your Director for your particular center. State law requires parents sign in/out of the program. For Premier summer and holiday Day Camp, the buses leave the center at 8:00am and return at 4:30pm unless otherwise noted. Check with your individual program for specific times. Buses will not be held for late arrivals beyond the scheduled departure time. Parents are responsible for making arrangements to transport their child to the respective Day Camp group. **Centers will be closed Saturdays and Sundays, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas, and New Year's Day, as well as ½ day on Christmas Eve and New Year's Eve. We do charge for these major holidays.**
4. Because of unforeseen happenings, our program may be subject to last minute changes. Financial and program policies may be subject to change. An immunization record is required for all children upon enrollment. Imagination in Education programs require a health status report for all children. All children at Junior Academy large center sites must have a current physical on file within 30 days.

(OPEN COMMUNICATION) - Cooperation and communication between parents and the school is important to ensure the best possible situation for your child.

**It is assumed that you have read and understand all of the above obligations and policies. If you have any questions or concerns, please contact your Director for more information.**

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Parents and/or Guardians,

It is assumed after you have dated/signed this form you have read/understand all of the Parent Handbook obligations and policies. These also include the obligations and policies below:

- At the time my child/children is/are enrolled I will submit the completed enrollment form, signed financial agreement, registration fee, 1<sup>st</sup> weeks payment and his/her shot records.
- I understand that I pay for my child whether he/she attends or not. Every child is enrolled as either daily or weekly. Daily means I pay for one day a week whether my child attends or not, with no vacation days. Weekly means I pay for the whole week whether my child attends or not, with 10 vacation days. I agree to pay additional charges for late starts/early dismissals and day camp days. District 20 children receive five (5) days of vacation due to additional district closure days.
- If my child is enrolled as weekly, I am required to give the director advance notice if I would like to use vacation days.
- Upon enrollment, I will complete all paper work (conduct policy, health status form, etc.) excluding the physical which I understand I have 30 days to turn in. If I have not provided all the necessary documents, my child may not be able to attend. I am required to give the director 2 weeks written notice before my child's last day in the program if my child is enrolled in the before and after school program and 30 days notice if my child is enrolled in the toddler/ preschool program. I cannot use my vacation days as my two weeks notice.
- All payments are due in advance. Any account that has carried a balance over to the next week will be charged a \$25.00 penalty fee. If I have an overdue balance at the end of each month I will be charged 1  $\frac{3}{4}$ % interest on that balance. There will be a \$25.00 service charge on all returned checks. If the account is turned over to a collection agency and posted by check a fee may be added per Colorado statute.
- We will be closed on the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day. If the holiday falls on a Saturday or Sunday, the school will be closed on either Friday or Monday. We DO CHARGE for these major holidays, depending on your rate schedule.
- I am required by law to sign my child in and out everyday.

I, \_\_\_\_\_ have read and understand all of the Parent Handbook, including the obligations and policies highlighted above.

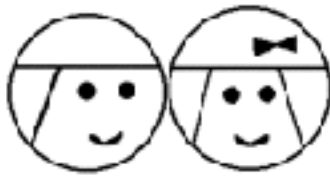
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Date

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Signature

On site-Directors-this form is to be placed in front of the families account sheet in your account book.  
Large Center Directors - this form should be put with the child's file.



Imagination in

Education

## Conduct Policy

1. The purpose of our program is to provide supervised care before and after school, while offering a well-planned variety of activities to meet the needs of each child. Your child might choose to join in organized games, cooking, art, science, or independent free-choice activities such as reading, discovery centers, or outside playground time. We strive to provide a quiet area and a staff member for homework. We have a literacy program in which we read to the children or the children read to each other every day. Our program offers a safe and comfortable environment for the children because sometimes school-age children just want to take a break after a tough day of school.

Open communication between parents, teachers, and staff is the most important factor in meeting the needs of the individual child.

2. It is the policy of Imagination in Education to teach the children in our programs to be safe and respectful. All staff members are expected to model and enforce these two rules, as well as when applicable, the public school rules.

When a child breaks one of the stated rules, the staff members will take the following steps:

- A. Ask the child which rule he broke. Explain to the child the consequences that will occur if the action happens again.
  - B. Redirect the child in a positive manner. Phrases that tend to work are "make a better choice" or "make a different choice."
3. The following situations may require the involvement of the Program Director and the parents/guardians:
    - A. Insubordination
    - B. Abusive language
    - C. Dishonesty
    - D. Theft
    - E. Unauthorized leaving premises
    - F. Fighting



- G. Defacing school property
- H. Possession of alcohol, tobacco, weapons, or obscene materials
- I. Intimidation
- J. Habitually disruptive, violent, or unsafe conduct

Any child who needs constant behavioral guidance from the staff at the extended care program is subject to removal from the program. In the event that the child becomes a discipline problem, the parents will be notified and a plan will be developed between the staff, child, and parents. IF the behavior does not improve, the parents will be asked to make other arrangements within one week. (This is also stated in the Parent Handbook.)

4. It is the responsibility of Imagination in Education to provide a safe and healthy environment for each and every child in our program. Therefore any type of negative physical contact may result in immediate suspension. This decision will be based upon the director's discretion on a case by case basis.

We have read and will support the conduct policy of the Imagination in Education Extended Care Programs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions, please contact the Director at any time for a conference about or with your children.

Sincerely,

\_\_\_\_\_  
Director



**Junior Academy**

**Imagination in Education**

**HEALTH STATUS INFORMATION**

Child's Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Name and telephone number of child's Health Care Practitioner if known:

\_\_\_\_\_

Known Allergies: \_\_\_\_\_

Medication Being Taken: \_\_\_\_\_

Special Diet Required: \_\_\_\_\_

Developing Concerns: \_\_\_\_\_

Chronic Health Conditions:

Seizures

Asthma

Diabetes

Allergies

Heart or Respiratory Conditions

Physical Disabilities

Emotional Difficulties

Other

Describe any conditions checked above:

\_\_\_\_\_

\_\_\_\_\_

**HOSPITAL EMERGENCY DEPARTMENT INFORMATION**

**Name of Hospital:** \_\_\_\_\_

**Hospital Address:** \_\_\_\_\_

**Signature of Parent or Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Junior Academy/Imagination in Education



# PHYSICAL FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Age: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Immunization Record: \_\_\_\_\_ on file with child care \_\_\_\_\_ copy attached to physical.

Recent exposures to communicable diseases (TB, hepatitis etc.)  
\_\_\_\_\_

Chronic illnesses: \_\_\_\_\_

Chronic medications: \_\_\_\_\_

Limitations (physical, environmental, medicines): \_\_\_\_\_

Allergies (food, environmental, medicines): \_\_\_\_\_

PHYSICAL EXAM	Normal	Abnormal or comments	Initials
Head, eyes, ears, nose throat			
Mouth, teeth			
Neck			
Cardiovascular			
Chest and Lungs			
Abdomen			
Skin			
Musculoskeletal: range of motion, strength			
Neurological and development for age			

Comments or Concerns: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

Print-Primary Medical Provider

Signature-Primary Medical Provider

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Address of Provider

---

Phone Number

# JUNIOR ACADEMY CHILDREN'S CENTERS

## IMAGINATION IN EDUCATION



### ILLNESS POLICY

You will be notified if your child is ill. We will ask you to pick your child up if he or she:

1. Has a fever of 100.9 degrees orally
2. Has severe diarrhea-more than 2 abnormally loose stools.
3. Has severe coughing-child gets red or blue in the face makes a high-pitched croup or whooping sound.
4. Has yellowish skin or eyes.
5. Has pink eyes with pus-like drainage.
6. Has a fever and unusual spots or rashes.
7. Vomits.
8. Has a fever and is unusually cranky, less active, or has a loss of appetite.
9. Has presence of scabies or lice.
10. Has an illness or functional problem that impacts child's ability to stay at childcare for health or safety reasons.

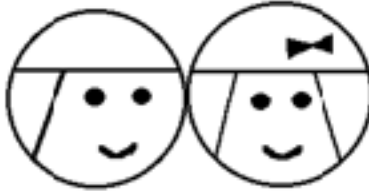
**Children will not be allowed to return to the center until:**

**They no longer have a fever above 100.9 degrees for 24 hours without medical intervention.**

1. They no longer have diarrhea-type stools.
2. Treatment has begun for lice or scabies.
3. All chicken pox are scabbed over.
4. Antibiotic treatment has been given for 24 hours for strep throat.

5. After one week after onset of jaundice for hepatitis.
6. Eyes are no longer tearing, draining pus, swollen or red in the case of conjunctivitis. Children need to be on treatments for **24 hours**.
7. Child no longer as an illness or functional problem that impacts child's ability to stay at childcare for health and safety reasons.

We appreciate your cooperation. With everyone's cooperation, we will continue to have a healthy and happy childcare center.



Aug 1, 2014

Military Parents,

At Junior Academy/Imagination in Education we proudly offer a military discount to our parents who serve our country. In order to receive your 10% **active** duty discount on your tuition please fill in the following information and turn it in at the time of enrollment in order to be effective on your account. We are sorry this will not be retroactive. Please present your **active** duty Military ID to the director when you enroll.

Parent Name \_\_\_\_\_

Military Branch \_\_\_\_\_

School Attending \_\_\_\_\_

Child/ren Name(s) Attending \_\_\_\_\_

\_\_\_\_\_

Expiration Date of ID Checked by Director \_\_\_\_\_ Date Exp \_\_\_\_\_

Director Signature

Date Checked \_\_\_\_\_

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

**The Military discount does not apply to parents attending Imagination Academy.**



# Junior Academy Children's Centers

Family Owned and Operated - "Our family Cares about Your Family"

Dear Imagination In Education Parents:

As Colorado winter weather and the holiday season approaches we wanted to clarify our policies for the following situations:

1. **Early Release:** If the District calls an early release from school due to inclement weather or for any other reason, Imagination In Education will remain open for a 2 hour time period for you to pick up your child. We will never leave until the last child is accounted for, but we follow the District's policies and it is highly encouraged that you pick up your child within that time frame. As a safety reminder, if you have someone other than yourself picking up your child please let them know they may be asked to show proper identification.
2. **Two Hour Delay:** If District 20 calls a 2-Hour delay due to inclement weather or for any other reason, Imagination In Education will open 2 hours later than normal. Example, if the before school program that your child attends opens at 6:00 a.m. you will not be able to bring your child to the program until 8:00 a.m. and we will get them to their class. For an additional charge you may take your child to Small Wonders. They open at 5:45 a.m. and we will provide transportation to their school when it is safe.
3. **School Closure/Snow Day:** If **District 11** closes school due to weather, Imagination In Education will still offer care at Junior Academy, located at 1311 N. Nevada Ave. they will **open at 5:45 a.m.** and **close at 6:15 p.m.** If **District 20** closes we will offer care at Sunrise Church located at 2655 Briargate Blvd. They will be **open at 6:30 a.m.** and **close at 6:00 p.m.** Breakfast and lunch are NOT provided so please make sure you send your child with food, we will provide an afternoon snack. You can watch KKTV for the latest weather updates and follow us on Face book for current information.
4. **Day camps:** If the District has days they are closed (teacher in-service days, holidays, etc.) we do provide care at our school locations dependant on enrollment (Pioneer, Academy Endeavor, Stratton, Small Wonders, and Junior Academy), as well as Sunrise Church, but the church dates are only offered at certain times. Your Director will have sign-up sheets out with location and information regarding what your child will need to bring and if any field trips will be taken and the cost. Please also refer to our Facebook page for current information.

Please read this carefully and if you have any questions, feel free to contact your Director otherwise you may call the following numbers with questions:

Sunrise Church: 719-651-5525  
Small Wonders: 719-598-2095  
Headquarters: 719-272-9070  
Junior Academy: 719-632-7681

Academy Endeavor: 719-651-4980  
Pioneer Elementary: 719-592-0415  
Stratton Elementary: 719-577-9029



**IMAGINATION IN EDUCATION**  
(A Junior Academy Children's Center)  
www.jracademykids.com



**KING 659-6802, FRENCH 659-6801, SUNRISE 659-6808, VENETUCCI 659-6812,  
WEBSTER 659-6814**

**FOUNTAIN@LORRAINE 321-7309  
EXTENDED HOURS ON-SITE CHILD CARE  
6 AM-6:30PM**

**January 8, 2018**

	<u>Weekly Rate</u>	<u>Daily Rate</u>
<b>BEFORE School <u>Only</u></b>	<b>\$78.00</b>	<b>\$22.00</b>
<b>AFTER School <u>Only</u></b>	<b>\$88.00</b>	<b>\$24.00</b>
<b>Both BEFORE and AFTER School</b>	<b>\$108.00</b>	<b>\$29.00</b>
<b>DAY CAMP, HOLIDAY, SNOW DAY (On-Site Only)</b>	<b>\$189.00</b>	<b>\$48.00</b>
<b>Early Dismissal /Late Start (Additional charge per day)</b>	<b>\$19.00</b>	<b>\$19.00</b>

**Enrollment Fee:** \$75.00 for one child  
(\$100.00 for the entire family)

The above rates include activities and transportation costs unless otherwise notified. There may be a surcharge for lunches, transportation, and certain miscellaneous fees.

**15% off each additional child's lower rate. 10% Active Duty Military discount.  
Special options for Teachers.**

Parents must enroll for either the daily rate or the weekly (five day) rate.  
Minimum one-day per week attendance is required.

*We are a NACCRRA provider.*

**If you have any questions, please contact the Director.  
For more information, please refer to our Financial Obligations.**