Junior Academy Children's Centers

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

June 24, 2020

Dear Parents,

We realize these are unprecedented times therefore we are following all CDC guidelines for sanitizing and disinfecting our facilities. Some facilities may be opening later than normal please check with your current provider. Please be aware that we have always had an open-door policy however, due to the current regulations we can no longer do this. All parents/adults must remain at the front area of the facility.

We are cleaning/disinfecting/sanitizing at regular intervals per CDC guidelines. This includes our buses.
We are taking children's temperatures as they enter the building, if they have one, they will be asked to leave the building for 72 hours.
Please do not enter if you have a temperature or do not feel well.
Everyone dropping off and picking up children MUST wear a mask or you may not enter the building.
Only one adult at a time may enter the building to drop off or pick up.
Please wait in line if there is someone else ahead of you.

We thank you for your continued support and cooperation.

Lisa Granato
HR Manager
Imagination In Education/ Junior Academy

For more information
please call 598-2095

Junior Academy Small Wonders

Before and After School Program

Parent Enrollment Packet

4750 El Camino Drive

Colorado Springs, Co 80918

www.jracademykids.com

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Jr.Academy Children's Centers

Junior Academy Small Wonders

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 fifteen years of age. 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

We will operate the extended care program from 5:45 am to 6:15pm Monday through Friday. We will provide full day care for days that school is not in session including snow days. 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 physical 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 Junior Academy/Imagination in Education strives to keep our ratio at least 1:12.

PROCEDURES FOR IDENTIFYING WHERE CHILDREN ARE AT ALL TIMES

Our drivers carry roll books and insure that all children are picked up at their respective elementary schools on school days. We have a designated place for the children to meet the bus each day. If a child is expected and does not meet the bus, the driver 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 Small Wonders. The director will call all emergency contacts to find out where the child is. If the child is not accounted for the director will follow our procedure for locating the missing child.

MISSING CHILDREN

In the event of a missing person the following steps will be taken. First a quick search will determine if the child is really missing. Arrangements will be made to continue the search while at the same time ensuring the safety of the other children. The parents and the Junior Academy Administration will be notified along with the proper authorities.

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 before 2:00 p.m. If you fail to call 3 or more times in a school year to notify of an absence, your account will be charged $10 per occurrence after the 3rd incident.

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 school age 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, Small Wonders will request that the family make other arrangements for the child. If after evaluation, it is determined that Small Wonders cannot meet the needs of the child, where the child can develop his/her optimum potential, Small Wonders will request the child be placed in an environment that would most benefit the child. If behavior does not improve and if program safety cannot 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 Junior Academy 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 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 Trinity Church of the Nazarene 5055 El Camino Dr (719) 599-7990.

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 Junior Academy 1311 N. Nevada (719) 632-7681.

The children and staff will practice a fire drill once a month.

IN CASE OF TORNADO

Small Wonders before and after school children will go to their designated location inside of Small Wonders in case of a tornado warning. They will remain there until the threat of a tornado is over.

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 Small Wonders 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 an exceptionally bad storm we may have to close some or all of our centers, this will be announced on KKTV Channel 11.

FIELD TRIPS

Special field trips will be planned for the children. Parents will be notified in advance of such trips. The 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. Children are required to bring a sack lunch on day camp days. A $5 fee will be assessed if no lunch is provided. Field trips are generally included in the day camp tuition however, additional charges may apply.

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 Small Wonders 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 they may remain at the center. They will be offered age appropriate activities and will join the before and after children when they arrive back to the 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.)

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. **NO-AD sunscreen is**

kept on hand and will be used on all children on appropriate days.

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 Small Wonders, it should be placed in an envelope that is labeled with the child's name. Extra money should not be brought to Small Wonders on non field trip days. If a child has a significant amount of money with him/her, please advise them to leave it with a staff member.

We suggest that children do not bring a cell phone to our program. 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 Small Wonders 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 once 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

On days that the children attend for a full day, each child will be responsible for providing his/her own lunch. If Small Wonders must provide a lunch for your child there will be a charge. If the child arrives before 7:15 a.m. Breakfast will be offered. A snack after school will also 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 the following Monday a $25.00 late fee will be added. 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. It is not the staff's role to investigate suspected abuse, only to report it. If a parent suspects child abuse or neglect then they should call the same number. Persons who make a good faith report are immune from civil and criminal liability. Additionally, the law provides for the protection of the identity of the reporting party.

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 or 1-800-799-5876

TO OBTAIN CHILDCARE RULES AND REGULATIONS

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.

I, _____ have read and fully understand the Junior Academy Small Wonders Parent Handbook.

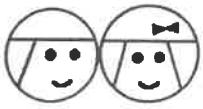
_____ _____

Signature Date

E.F. _____
Rate _____

Start Date _____
Days: _____
Site: _____

JUNIOR ACADEMY CHILDREN'S CENTERS
IMAGINATION IN EDUCATION



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 #

Mother's Name | Where Employed | Employers Address | Employer's Phone #

If Military
SSN | Company/Unit | Commander's Name | Phone #

Married ____ Divorced ____ Separated ____ Widowed _____ Other _____

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: _____

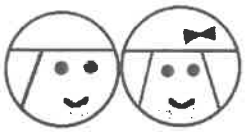
Doctor's Address: _____

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

OTHER:	Address:	Phone:
3. _____	_____	_____
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/IIE 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
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 Junior Academy 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 Junior Academy 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 Junior Academy.

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, LTD.
FINANCIAL OBLIGATIONS

Revised August 26, 2020

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 4th, 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 <u>not</u> 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. <u>OR</u>
    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, <u>only</u> 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.
4. **Due to Covid-19 we are temporarily suspending vacation days at all sites until further notice.**

CCCAP

1. Co-pays are due by the 10th 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 4th, 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.

Before and After School Parents: Choose one: Weekly ___ or Daily ____ Attendance. ____

A two -week written notice must be given to switch from weekly/daily and only may be done once per session. Initial

Parent signature:_____ **Date:**_____

Parent signature:_____ **Date:**_____

Director signature:_____ **Date:**_____

revised 8/6/2018

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, 1st 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 ¾% 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 statue.

- 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.

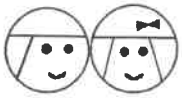
I, _____ have read and understand all of the Parent Handbook, including the obligations and policies highlighted above.

_____ _____

Date 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.

JUNIOR ACADEMY CHILDREN'S CENTERS



CCCAP CONTRACT

Dear Parent/Guardian:

The following guidelines apply to parents/guardians receiving assistance for child care through El Paso County Department of Human Services, including Special Circumstances, TANF and regular CCCAP options.

Please initial each item and sign that you understand your childcare assistance responsibility.

___1. I understand that I am responsible for ensuring that the facility and I have current paperwork authorizing child care prior to enrollment, and prior to a return to the facility when waiting for redetermination.

___2. I am responsible for maintaining communications with my caseworker to ensure that the authorization stays current.

___3. If the authorization expires, your child(ren) may not return to the center until authorization is re-approved or full payment at the regular rate is made in advance.

___4. If you have a parental co-pay (assigned by EPCDHS) it is due by the 10th of each month. If the payment is late, a $25 penalty will accrue each week thereafter until the copayment has been satisfied.

___5. I am responsible for providing lunch on non-school and scheduled field trip days. I am responsible for the cost of a "forgotten" lunch.

___6. I am responsible for any and all optional field trip costs.

___7. I am responsible for giving appropriate notice should I disenroll my child. I understand that CCCAP requires a week notice however; Small Wonder's notice for toddlers and preschool is 4 weeks. I will follow Small Wonder's withdrawal policy.

___8. I am responsible for signing in and out each day, in addition to using the Attendance Tracking System. I understand that I have 9 days, which includes weekends, to correct any missed swipes. I also understand that if I fail to do this within the time allotted, that I will be responsible for the cost of care for missed days.

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:_____

New Attendance Policy

Preschool and Day Camp

New Policy will be put into effect as of 12/4/2019 that ALL children (preschool and day camp) need to be present NO LATER than 10:00 am unless otherwise posted. This includes District 11 Snow Days. This is highly important for staffing and food purposes.

Day Camp (School-age)

For Winter Break you will need to let us know if your child will or will not attend Junior Academy Small Wonders on the sign-up sheet that is posted on the front desk. As stated in your Financial Obligation Contract at enrollment families who sign up for scheduled Day camp days and do not attend or call to cancel within 24 hours will be charged a $10.00 fee. If your child shows up for a scheduled Day Camp and you have NOT signed up for in advance you will be charged a $10.00 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.

Parent signature_____

Date_____

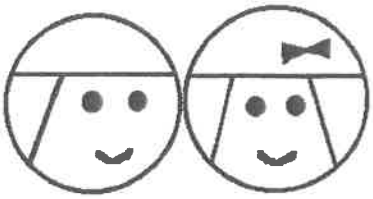
JUNIOR ACADEMY CHILDREN'S CENTERS

Small Wonders

598-2095

5:45 a.m. to 6:15 p.m.

www.jracademykids.com



RATE SCHEDULE – January 13, 2020

TODDLER PROGRAM	**5 days**	**3 days**
FULL Day	**$264.00**	----------
HALF Day	**$177.00**	----------
PRESCHOOL PROGRAM		
FULL Day	**$246.00**	**$202.00**
HALF Day (includes lunch)	**$169.00**	**$152.00**

COLORADO PRESCHOOL PROGRAM	**5 Days**	**4 Days (M–Th)**	**Daily**
WRAP CARE	**$199.00**	**$171.00**	**$45.00**

PUBLIC SCHOOL	**Weekly Rate**		**Daily Rate**
Before only	**$109.00**	-----	**$30.00**
After only	**$118.00**	-----	**$32.00**
Before and After	**$142.00**	-----	**$39.00**
Early Dismissal /Late Start (Additional charge per child-no discount)			**$29.00**

DAY CAMP, HOLIDAY, SNOW DAY	**5 Days**	**3 Days**	**Daily**
	$263.00	**$210.00**	**$70.00**
MAVERICKS (summer only)	**$221.00**		**$59.00**

Yearly Enrollment Fee: **Preschool: $95.00 Toddler: $100.00**
Summer Preschool/Toddler: $50.00
Public School: $75.00 Summer Day Camp: $90.00
Mavericks: $90.00 Family EF: $150.00

20% off each additional child's lower rate. 10% Active Duty Military discount. Special options for Teachers.
Monthly rates are based on 4.3 weeks.

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

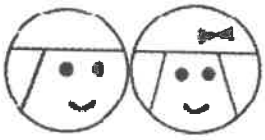
Minimum three-day attendance per week is required for Preschool, Toddler and Premiere Day Camp in all cases.
Minimum one-day attendance per week is required for all Before/After school children.

We are a licensed CCCAP provider.

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

Junior Academy Children's Centers

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



Junior Academy Children's Centers is a proud family run business since 1951. The fundamental key to our success has been striving to care for your children the way we would like our children to be cared for--try to strive for a good balance of quality and affordability. The Straeb family has never taken for granted the enormous privilege of caring for your most precious children.

We understand that childcare is an important personal and financial commitment, and want to emphasize that our goal is to do our best to meet your family's needs. Not only do we have excellent directors to care for our families, we invite parents with any questions or concerns to call and speak directly with our most senior staff.

Communication and valuing relationships is critical to our working with your family. That being said, we believe that circumstances have changed enough that we need to more clearly define our expectations to have a successful partnership.

We know that often there are challenging situations in our industry-conflicts about policies and finances, concerns about discipline and safety issues are probably the most significant. While we are not always perfect, we pride ourselves in making good faith efforts to meet everyone's needs in a safe and sustainable manner.

But we need a commitment back from our parents. We need all of you to understand that we can not have a functioning and safe relationship if any member of your family tries to bully, harass or threaten any of our employees or other children and families in our program. We have appropriate channels to handle concerns, which we will post at all of our locations. Any of these behaviors, or use of any foul or sexually explicit language may be cause for immediate termination of our working relationship with your family. Our staff deserve respectful communication, and our environment has many young ears that do not need to be subjected to vulgarities.

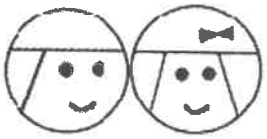
We reserve the right to end relationships with any family making inappropriate social media posts about our employees or our business as well. Junior Academy will always do our best to resolve any conflicts, but expect a level of respect and understanding in return.

_____ _____

Parent Signature Date

Junior Academy Children's Centers

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



Dear Junior Academy Parents,

This letter is to outline our policies and expectations for your children's use of technology within our programs. Personal cell phones are completely forbidden from use in our programs. Parents are encouraged to utilize program phones as necessary to communicate with your children, and staff about all safety and logistical concerns. We understand that many children have smart watches, and if strictly being used as a watch in our program, they may wear them. Any child using texting, phone or other internet functions will be asked to put their watch away. Repeat offenders will no longer be allowed to wear this technology in our programs. We also recognize that some school programs are now using tablets for text books and to access other educational resources. Within the context of homework time the tablet will be accepted, but children may not use them for personal entertainment or social functions. Children who repeatedly abuse this policy will no longer be able to use them in our program for any purpose. We expect clear support from parents on these policies and reinforcing these expectations.

We do all of this for your child's safety. Children have used technology to inappropriately access disturbing images, explicit music, post videos and content on social media they should not, and contact people not associated with our program. We need to protect children from these unhealthy uses, and we are not equipped to supervise this usage one on one. We must recognize that what one family tolerates as far as popular culture and social media is not necessarily the same in another. Therefore, in our programs, technology will be used sparingly for educational purposes only.

_____ _____

Parent Signature Date