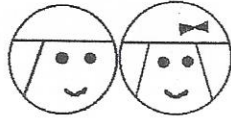


WELCOME TO IMAGINATION ACADEMY



PHILOSOPHY AND GOALS

Childhood is a time of delight, curiosity and exploration; a time for children to learn about themselves, their families, and friends, and the world around them. At Imagination Academy, our goal is to provide children with the building blocks they will need to construct both a positive self-image and a sense of confidence. We accomplish this by providing a safe, loving environment where children can develop their optimum potential – intellectually, physically, socially, and emotionally.

OUR PROGRAM

A child has to become **involved** to learn. He has to see and feel, taste and smell. Becoming involved almost always means getting messy, or dirty, or wet, or rumped. It often means noise and much activity. A clean, quiet child may not be a learning child. Please show some understanding of our appearance at the end of the day!

The Preschool Program: We do not believe in sitting at a table, doing worksheets day in and day out. Much of your preschoolers learning will be achieved through art, cooking, science projects, etc...Involvement and play in the interest centers is crucial to the learning process. This means that there may not be "papers" brought home every day; however, discussions with your child and his teachers will tell you how much he is learning. Some of the activities we provide include, but are not limited to; blocks, dramatic play, manipulatives, art, music and movement, library, science, cooking, field trips, and outdoor play.

Blocks are one of the most valuable learning materials in our classrooms. When they build with blocks, children learn about sizes and shapes, math concepts, and problem solving. When children lift, shove, stack, and move blocks, they learn about weight and size. Each time they use blocks, they are making decisions about how to build a structure or solve a construction problem.

Dramatic play is a very important part of our classroom. The work children do in the house corner is called dramatic play or pretend play. In home living, children take on a role and re-create real-life experiences. They use props and make-believe about a wide variety of topics. The ability to pretend is very important to children's later academic success in school. When children pretend, they have to recall experiences in their minds. For example, to play the role of a doctor, children have to remember what tools a doctor uses, how a doctor examines a patient, and what a doctor says. In playing the role of a doctor, children have to be able to cooperate with other children and defend their own ideas.

Manipulatives include puzzles, various table blocks, and other small construction materials such as legos, ring-a-majigs, and collections of objects (including shells and buttons). When children use table toys, they learn many new skills and concepts including: sorting and classifying things according to their own categories, judging distance, direction, right and left, up and down, and describing what they are thinking and doing.

Art is another important part of our curriculum. Every day, children find a variety of materials available on our shelves. Drawing, painting, cutting, pasting, and playing with play dough are not only enjoyable but also provide important opportunities for learning. Children express original ideas and feelings, improve their coordination, develop small muscle skills, learn to recognize colors and textures, and develop creativity and pride in their accomplishments by exploring and using art materials.

Music and movement gives the children a chance to move freely, practice new skills, and feel good about what their bodies can do. We do a lot of singing and creative movement in our programs. The children love our daily time for singing together, and it helps them develop the ability to cooperate in a group.

Cooking is another important part of our curriculum. When they cook, children have an opportunity to learn about food, to be creative, and prepare their own nutritional snacks. Lots of discoveries happen during cooking. When children see dough rise, they learn about science; when they measure flour, they learn about math. Following picture recipe cards, they learn skills that will prepare them for reading. And when we make and eat Mexican tacos, Chinese vegetables, or African peanut stew, the children learn to appreciate other peoples and cultures. Cooking offers a special treat for children – it allows them to do things adults do.

Library area is an essential part of our program and of your child's life. It's where children gain the foundations for reading and writing. It's also a place where children can relax and enjoy the wonderful world of children's literature. We encourage children to use the library on their own. We invite them to look at books, and to scribble and "write" throughout the day. We also work with children one-on-one and in small groups. Every day we read stories to the children. We read books to introduce new ideas, to develop prereading skills, to help children deal with problems, and mostly to develop a love for books.

Outdoor play is an important part of your child's day. When children are outdoors, they like to run, jump, swing, climb, and use all the large muscles in their bodies. They can race around, breathe fresh air, look at the clouds, or catch a ball or bug. They not only satisfy their physical needs for large muscle activity, but also develop a sense of wonder about the miracles that take place in nature.

The teachers recognize that routine times are important moments to help children learn about themselves and others. An early childhood educator views play as valuable, and facilitates this so that children stay interested and move from simple to more complex aspects of their play. The environment allows for the children to choose activities and respects their need for ample time to use and reuse activities, because repeated experiences foster competence. The teachers create and adapt the environment and activities to meet the children's changing needs from day to day.

Perhaps the most important contribution you can make to your child's learning is to take an interest in what your child does, both at home and at school. **We welcome you to visit the classroom at any time so you can see for yourself how much your child is learning and growing.**

PARENT INVOLVEMENT is welcome and encouraged at all Junior Academy Children's Centers. Parents are welcome to volunteer in the classroom and/or attend field trips. Teachers will meet with individual parents to review each child's progress throughout the year. Conferences may be scheduled at any time.

report or to cause a report to be made of this suspicion to the El Paso County Department of Human Services. It is not the staff's role to investigate suspected abuse, **only to report it.** 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.

ATTENDANCE, ILLNESS AND INJURY

Preschool children are expected to attend each day. If in the event your child will not be attending please call our classroom.

In the event of illness, the parent will be notified immediately and the child will be isolated and made as comfortable as possible until the parent arrives. If the illness is contagious, then the other children will be monitored and all parents will be notified. Please watch the parent information board. **Also, please see the attached health policy.**

In the event of an injury the child will be treated immediately and accidents reports will be written. In the case of all head injuries the parent will be notified. All Junior Academy staff members hold current first aid/cpr certifications. Junior Academy will activate EMS if needed. Examples of when 911 will be called are: choking, severe breathing problems, shock, severe allergic reactions, lowered levels of responsiveness, multiple injuries, suspected neck or head injury, or open fractures. The accident reports written up by the staff should be signed by the parent and are to remain at the center in the child's master file. If you would like a copy of the report please do not hesitate to ask.

SAFETY

We ask that parents closely supervise their children in the parking lot, lobbies, and elsewhere in the school. It is recommended that children are given a hand to hold when walking in the parking lot. When departing from the center please resist having the children run to the car while the parent signs them out. Sticking together seems to be a reasonable safety request. When going to the classroom, the family is asked to stay together. So much could happen in a moment or two, and we request your cooperation.

Parents are required to sign their child in and out. If not known positively by the staff member on duty, the parent will be required to show proper identification. **CHILDREN WILL BE ALLOWED TO LEAVE THE PROGRAM WITH A PARENT OR AUTHORIZED ADULT ONLY.** In the event that an adult arrives to pick up the child and is under the influence of drugs or alcohol, the staff on duty will ask if someone else could pick up the child. If the parent or guardian insists on taking the child the proper authorities will be notified. The safety of our children is our first priority.

No child is ever left alone or unsupervised. Parents are permitted access to all parts of the center at any time.

At all times Imagination Academy is a no smoking facility. Smoking by staff, volunteers, visitors and parents is prohibited during business hours in all areas where child care is provided. This includes outdoor play areas, parking lots, and field trips and excursions and when transporting children. Please respect our desire to keep our area smoke free. In addition aerosol sprays are not used when children are present.

It is the policy of Imagination Academy to make sure that all of our children are protected from the sun by using sunscreen on a regular basis.

refundable. Upon enrollment, each child must have an up-to-date immunization record. All Preschool must have a health statement signed and dated by an approved health care professional within the first thirty days. Preschool children and school age children under the age of seven must have a health form updated annually. Any child with special health care needs must have on file written instructions for providing services from the child's parents or legal guardian and the health care provider on the first day of care. Imagination Academy will accept non-immunized children. If there is a non-immunized child in the program it will be posted on the parent information board.

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**. The parent is responsible for the attendance schedule that the parent has signed the child up for. A thirty day notice is required before a toddler or preschool child can be withdrawn from the program. Full payment is required in lieu of notice. Illness and vacation time is not considered notice for withdrawal. **Any child who has not attended in thirty days will be charged a new registration fee.**

There is a \$25.00 service charge on all returned checks.

If the child's account is not paid by Monday of the current week, a \$25.00 penalty fee will be assessed. A finance charge at the rate of one and three-fourths (1 $\frac{3}{4}$ %) per month will be added on past due accounts. All bills must be settled before the child leaves the program. Parents will be responsible for attorney's fees, late payment charges, interest and collections costs incurred by Junior Academy for any past due or unpaid accounts. If there is a financial problem, please contact the director as soon as the problem arises.

LATE CHARGE

Children are expected to be picked up before we close at 6:00 p.m. If a child is not picked up within five minutes calls will be made to parents. If a child is not picked up within thirty minutes proper authorities will be notified. There is a late charge of \$5.00 for the first minute and \$1.00 for every minute thereafter.

OUR STAFF

We select our staff carefully in order to provide the best possible care and education for the children. We employ people who are warm and nurturing, who have completed college courses in Early Childhood Education, who can apply their knowledge in the classroom, and who respects each child as an individual. We seek employees who value working as a team with parents, colleagues, and volunteers. Each staff person has on file three written references pertaining to their character. We also require a background check, a physical examination, and written verification of previous experience.

Continuing education is an important part of working at Junior Academy. Each staff person is required to receive 15 clock hours of training per year, to include such topics as communicable disease recognition, child abuse prevention and recognition, child development and teaching methods. All of our staff is also required to have current First aid/CPR training and Medication Administration.

Under the "Child Protection Act of 1987" (C.R.S. 19-3-301) in the Colorado Children's Code, childcare center workers are required to report suspected child abuse or neglect. If at any time a staff member reasonably suspects child abuse, it is the responsibility of that staff member to

Family events will be held throughout the year. This is a good time to spend time with your child at the center and meet other families and staff members. Information about these events can be found in the center newsletter.

If parents have concerns or need assistance with problems related to the child development center, they may discuss the issue, if applicable, with the staff involved. If they are not satisfied, they may discuss their concerns with the directors.

Imagination Academy is licensed by the Colorado Department of Human Services. Our licenses are posted on the wall, and our compliance with all licensing requirements is monitored regularly.

To Report Suspected Child Abuse Contact:

El Paso County Department of Human Services
1675 W. Garden of Gods
Colorado Springs, Colorado 80907
(719)444-5700

To Report a Licensing Complaint Contact:

Colorado Department of Human Services
Child Care Licensing
1575 Sherman Street
Denver, Colorado 80203
(303)866-5948

To Obtain Childcare Rules and Regulations:

http://www.cdhs.state.co.us/childcare/licensing_home.htm

AGES ACCEPTED

Imagination Academy at Eagleview Middle School accepts children ages one to 7 years. 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, including children with social, emotional and behavioral needs, will be in compliance with the American's With Disabilities Act. If at any time a child becomes a danger to himself or the other children, Imagination Academy will work with the child and family. If after evaluation it is determined that Imagination Academy cannot meet the needs of the child where the child can develop his/her optimum potential, Imagination Academy will request the child be placed in an environment that would most benefit the child.

HOURS OF OPERATION

Imagination Academy will offer preschool classes Monday through Friday. We open at 6:30 a.m. and close promptly at 6:00 p.m. Imagination Academy follows the Colorado Springs School District 20 calendar and is closed on all District 20 closure days.

RULES FOR ENROLLMENT

Parents must visit the program with their child before enrollment and are urged to visit often and meet with the teachers for conferences. Conferences are held every year. Each new parent must complete an enrollment form and pay the registration fee if required, which is **non-**

MEDICINE

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 medication, date filled, physician's name, child's name and directions for dosage. Parents need to fill out a permission slip giving Junior Academy permission to administer such medicine to the child. Over the counter medications may only be given with a doctor's permission and must be provided by the parent. Medication will be stored in a container inaccessible to the children. Any controlled medication will be counted and safely secured. A written medication log for each medication given is kept for each individual child. If a medication is no longer needed, is out of date or left over the parent is responsible for picking up the medication. If a parent does not respond the center will document and dispose of the medication.

MEALS AND SNACKS

We provide nutritionally balanced snacks and cooking activities. Children who attend our preschool program will be provided a snack each day. Adults eat snack seated with the children. Snack times are relaxed times, rich in conversation and fellowship.

CONCERNING PERSONAL BELONGINGS

We strongly recommend a backpack or other suitable bag to keep all personal belongings together in. **PLEASE MARK ALL PERSONAL PROPERTY WITH YOUR CHILD'S NAME.** All children should bring in a change of clothing. **Toys should be left at home** on days other than Show and Tell. (Please consult your child's teacher for the Show and Tell day for their class.) Money should be given directly to the staff on duty at the front desk. Children should not have possession of any money. Imagination Academy cannot be responsible for damage or theft of personal belongings.

FIELD TRIPS

From time to time special trips will be planned. Parents will be notified in advance of such trips. The director will be aware of the location of all children at all times. 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, with Junior Academy drivers maintaining a Commercial Driver's License, will be used for transportation. If a child arrives late for a trip the parent has an option of taking the child directly to the activity or taking the child home. When transporting the children, the staff will help to ensure the passenger's safety by following the Junior Academy procedures for transportation of children, which is located in the staff handbook.

TELEVISION/VIDEO VIEWING/SPECIAL ACTIVITIES

Children enrolled in the CPP class will not watch videos or television while in our program.

DIAPERING AND TOILET TRAINING

Children are not all alike; therefore training will be different for each child. We believe that each child should be allowed to progress as an individual. We will work with the families to ensure that all needs are met.

GUIDANCE AND DISCIPLINE

At Junior Academy we use discipline and guidance not punishment. Discipline is used to teach correct behaviors. It is our belief that children learn through being firmly, lovingly, patiently, and calmly taught by the adult. The focus of Imagination Academy is not on the misbehavior of the present, but of ensuring that the child understands that this behavior cannot reoccur in the future. We believe in setting boundaries, not building fences. No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse by staff or by parents on the premises or during field trips.

PROCEDURE FOR IDENTIFYING WHERE CHILDREN ARE AT ALL TIMES

Our goal at Imagination Academy is to ensure the safety of our children at all times. The staff members keep a current roll for their class and at each transition time counts are taken. When field trips are taken each staff has a list of children that they are the primary caregiver for and they are responsible for making sure the children have all needed supplies for the trip in addition to making sure they are safely accounted for getting to the field trip and back from the field trip. The bus driver has a master list and does not leave until all children are accounted for with a name/face roll call. Once the bus returns to the center the driver is responsible for making sure each child got off of the bus and returned to their class. In the event that a child is missing, the director and parents are notified immediately and proper authorities will be notified.

IN CASE OF EMERGENCY

Although we would prefer to think that an emergency would never arise, we will follow the Trailblazer natural disaster policies. All staff members are trained on emergency procedures. As soon as the immediate danger is over, all parents will be contacted with instructions as to the location and well-being of their children. If transportation from the center is necessary, parents will be notified and all children will be transported to our nearest location. Our emergency procedures are available for review at the front office.

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 areas at all times to guard against the hazards of Colorado weather. Parents are responsible to ensure that their child is properly dressed for the weather. In the case of a center closing due to inclement weather there will be a notice on the major television stations.

REMOVAL OF A CHILD FROM THE PROGRAM

Any child who is a constant behavior problem for the staff of the 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.

VISITORS

Imagination Academy welcomes all visitors. All visitors must sign in at the front desk and show identification.

Dear Parents and/or Guardians,

It is assumed after you have dated/signed this form you have read/understand all of the 2014-2015 Parent Handbook obligations and policies. These also include the highlighted 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.
- 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 have 30 days to get all the necessary documents to complete the enrollment process (conduct policy, health status form, etc.) 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 notice before my child's last day in the 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 \$35.00 service charge on all returned checks.
- 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 by using the sign in/out folder by the desk.

I, _____ have read and understand all of the 2014/2015 Parent Handbook, including the obligations and policies highlighted above.

Date

Signature

Directors-this form is to be placed in front of the families account sheet in your account book.