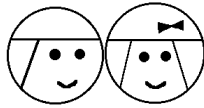


Junior Academy Children's Centers  
Imagination in Education



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 an 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 collects 2 bottles of 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.

### 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 is up to a \$35.00 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