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For more  
information please  
call 719-272-9070

# Imagination in Education

## Imagination Academy

### Parent Enrollment Packet

**265-8600**

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



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**Academy Children's Centers**

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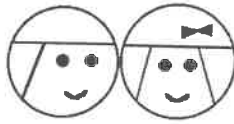
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# WELCOME TO IMAGINATION ACADEMY



## 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.

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 Early Learning  
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](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-**

**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 during 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

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.

## **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**

Movie viewing is limited to developmentally appropriate programming and is used as a special event. All movies are viewed by adults prior to use. The children will also have an optional activity available. After the program, staff will discuss what is viewed with the children to develop critical viewing skills. Children attending before and after public school are given an opportunity to see a movie once every other week. The movie titles will be posted and alternative activities will be available.



## **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. Diapers are checked and changed routinely. Gloves are used by all staff during diaper changes and hands are washed to help ensure healthy children.

## **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.

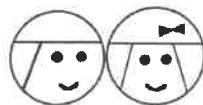
## **VISITORS**

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

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

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

**JUNIOR ACADEMY CHILDREN'S CENTERS  
IMAGINATION ACADEMY**



\_\_\_\_\_  
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: \_\_\_\_\_

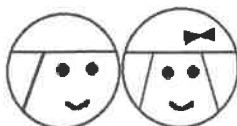
Doctor's Address: \_\_\_\_\_

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:

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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: \_\_\_\_\_

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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:

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

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

Do you grant permission to Junior Academy Children's Center to appropriately discipline your child as needed? yes no

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

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

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

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

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

**PLEASE INCLUDE YOURSELF**

1. (Mother) \_\_\_\_\_

2. (Father) \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Phone:

\_\_\_\_\_

\_\_\_\_\_

**OTHER:**

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Name:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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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/IE 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

8/12/15



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

*Revised August 3, 2017*

**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.
4. Any child who has not attended in 30 days will be charged a new enrollment fee.

**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 current 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/IA 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, toddler and Day Camp.
9. For Imagination in Education only, you must give a two week written notice to change from a weekly attendance schedule to a daily attendance schedule or when any attendance changes occur such as full days to half days ( but not limited to) (this may be done once per session).
10. 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 or IIE may hold the parents responsible for the full notice.
11. Families who sign up for scheduled Day Camp days and do not attend or call to cancel (outside a reasonable time frame as set by the program) will be charged a \$10.00 fee. If you show up for a scheduled Day Camp day and you have not signed up in advance, you will also be charged a \$10.00 per child fee in addition to your regular charge and/or you may be turned away if we do not have enough staff to accommodate your child.

**Discounts**

1. We offer a 15% discount off each additional child's lower rate at Imagination in Education Sites and a 20% discount at Junior Academy/IA sites. We do not offer a discount for Late Starts and Early Dismissals.

**Vacation**

See attached Imagination Academy obligations.

1. You are responsible for additional charges for activities, transportation, gas, etc. at the Junior Academy 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.**
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 and IA large center sites must have a current physical on file within 30 days.

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

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

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

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

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

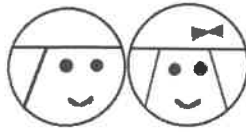
Date: \_\_\_\_\_

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

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

Revised 8/3/17





### Imagination Academy Financial Obligations

Dear Parents and /or Guardians,

It is assumed after you have dated/signed this for that you have read/understand all of the Parent Handbook obligations and policies below:

- At the time my child/children is /are enrolled I will submit the completed enrollment form, signed financial agreement, registration fee, 1<sup>st</sup> week payment and his/his shot record.
- If I am enrolled on a full time basis I understand that I will receive five vacation days in addition to the District 20 days noted on the calendar attached. I also understand that I must pay for my child whether he/she attends after my five days in addition to the District 20 days noted on the calendar.
- If my child is enrolled 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 (physical form, immunization records, 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 two weeks notice is my child is enrolled in the preschool or toddler program before my child's last day in the program. I cannot use vacation days as my notice. There is a three day a week minimum attendance for toddler and preschool children and one day per week for school age children.
- 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 1.75% interest on that balance. There will also be a \$25.00 service charge on all returned checks. If the account is turned over to a collection agency and posted by check a fee may be added per Colorado statute.
- I am required by law to sign my child/children in and out everyday.
- Please call by 8:30 if your child will not be attending and does not need a lunch. otherwise you will be charged.

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

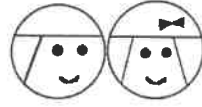
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# JUNIOR ACADEMY CHILDREN'S CENTERS

## IMAGINATION IN EDUCATION



### ILLNESS POLICY

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

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

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

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

1. They no longer have diarrhea-type stools.
2. Treatment has begun for lice or scabies.
3. All chicken pox are scabbed over.
4. Antibiotic treatment has been given for **24 hours** for strep throat.
5. After one week after onset of jaundice for hepatitis.
6. Eyes are no longer tearing, draining pus, swollen or red in the case of conjunctivitis.  
Children need to be on treatments for **24 hours**.
7. Child no longer as an illness or functional problem that impacts child's ability to stay at childcare for health and safety reasons.

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



PERMISSION TO ADMINISTER MEDICATION IN CHILD CARE  
(ONE FORM PER MEDICATION)

\*\*\*\*\*

*To be completed by the child's health care provider with prescriptive authority:*

Child \_\_\_\_\_ Birthdate \_\_\_\_\_

Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_ Route \_\_\_\_\_

Time of day medication is to be given: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Purpose of medication: \_\_\_\_\_

Possible side effects: \_\_\_\_\_

Start date \_\_\_\_\_ End date \_\_\_\_\_

Signature of Person with Prescriptive Authority Phone # \_\_\_\_\_ Date \_\_\_\_\_

Print name: \_\_\_\_\_

\*\*\*\*\*

*To be completed by the parent or guardian*

I hereby give my permission for \_\_\_\_\_ to take the  
(Child's Name)  
above medication, in child care, as ordered by the health care provider. I understand that  
it is my responsibility to furnish this medication.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Note:** The medication is to be brought to child care in the original container which  
clearly states the child's name, the health care provider, the name of the medication,  
date, time and dosage. This form must also be filled out completely in order for the  
medication to be given. This is the Division of Child Care Licensing requirement.



# Junior Academy/Imagination in Education



## PHYSICAL FORM

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

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

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

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

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

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

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

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

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

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

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

Date \_\_\_\_\_ Print-Primary Medical Provider \_\_\_\_\_ Signature-Primary Medical Provider \_\_\_\_\_

Address of Provider \_\_\_\_\_

Phone Number \_\_\_\_\_







## IMAGINATION ACADEMY

Dear Parents:

Please take a few moments to fill out this questionnaire about your child in order for us to better serve you and your child's needs. Feel free to use additional paper as necessary. We would like to thank you in advance for providing this useful information.

1. Child's Name \_\_\_\_\_
2. By what name do you usually call your child? \_\_\_\_\_
3. Does your child have any disabilities including allergies that we should be aware of? If so, please explain.  
\_\_\_\_\_  
\_\_\_\_\_
4. Does your child have bladder control? \_\_\_\_\_
5. Does your child have bowel control? \_\_\_\_\_
6. Does your child need reminding about going to the bathroom? \_\_\_\_\_
7. If your child has attended preschool before, was the experience enjoyable?  
\_\_\_\_\_
8. Does your child have tantrums? \_\_\_\_\_
9. If your child has unusual fears, what are they?  
\_\_\_\_\_
10. Does your child have any difficulty saying what he / she wants or do you have any trouble understanding his / her speech? \_\_\_\_\_
11. What foods does your child like? \_\_\_\_\_
12. What foods does your child dislike? \_\_\_\_\_
13. Does your child take a bottle, sippy cup, or pacifier? \_\_\_\_\_
14. Does your child feed his /herself? \_\_\_\_\_  
\_\_\_\_\_



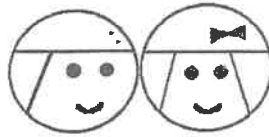
# IMAGINATION ACADEMY

(A Junior Academy Children's Center)

265-8600

6:30am-6:00pm

www.jracademykids.com



## DISTRICT 20 EMPLOYEE PRESCHOOL PROGRAM RATE SCHEDULE

January 8, 2018

	<u>Weekly Rate</u>	<u>Daily Rate</u>
PRESCHOOL – Full Day	\$197.00	\$48.00
PRESCHOOL – Half Day	\$142.00	\$35.00
TODDLER – Full Day	\$223.00	\$56.00
TODDLER – Half Day	\$165.00	\$41.00
EXTENDED HOURS CARE	SCHOOL AGE CARE	
BEFORE School Only	\$34.00	\$10.00
AFTER School Only	\$34.00	\$10.00
BEFORE and AFTER School	\$64.00	\$16.00
Teacher Work Day/Professional Development	\$50.00 full day	\$36.00 half day

Enrollment Fee: \$80.00 Preschool/School Age  
\$90.00 Toddler

20% off each additional child's lower rate.

20% off multiple child enrollment fees.

Multiple child discounts would apply to our Before/After School programs.

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

Parents must enroll for either the daily rate or the weekly (five day) rate. Minimum three-day attendance per week required.  
Monthly rates are based on 4.3 weeks.

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

