

IMAGINATION STATION

Early Learning Center, Inc.

“Inspiring young minds every day!”

Parent Handbook

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A Child's Imagination

**A Childs imagination has no limits
They look at the world and see its beauty
They look at the stars and see their twinkle
They can make so much out of so little
They have so many dreams
And a lot more wishes
Their world is a place of wonder and exploration
From pirates to princesses
They can sail the seas or ride a unicorn past the
moon
Their minds are still forming and growing
everyday
Their childhood is precious and must be filled
with positive experiences and endless possibilities**

***“Let us be the inspiration for your
child’s imagination!”***

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Welcome

Welcome to Imagination Station E.L.C. Inc. Within this handbook, we hopefully have covered most questions and concerns that you might have. Our program is dedicated to building communication, social skills, and awareness to all participants. We are here to provide a safe, fun, and high quality program that fits the needs of both you and your child. We ask you to please read through our handbook, fill out and return all forms. If you have any questions or concerns at any time, please feel free to contact the owner or Director.

Thank you for entrusting your child's very special years to us. We hope our program is a fun and growing experience for both you and your family.

1.) **Philosophy**

Imagination Station Early Learning Center, Inc. believes that each child is a unique individual. We are sensitive to each child's social, emotional, intellectual, cultural and physical needs. We provide a physical environment that is accessible for all children with or without special needs. Our curriculum supports developmentally appropriate practice that aligns with the RI Early Learning and Developmental Standards (RIELDS). The components that make up the RIELDS are physical health and motor development, social and emotional development, literacy, language and development, cognitive development, mathematics, social studies and creative arts. Our qualified teachers support children's learning through a mixture of teacher directed activities as well as facilitating child initiated experiences. The classrooms are designed to allow for large group play, small group interactions and individual experiences that engage children in open ended activities, free choice options and purposeful play. We promote not only learning but the love of learning. We provide a nurturing environment that encourages all our students' imaginations to soar. Most importantly, we believe that children thrive and learn best in a loving environment where they can receive support and attention. The trust of a parent is an honor given to us. We in turn, promise to provide only the best for you and your child. Imagination Station E.L.C. is a place where all children can grow, feel safe and loved, and be inspired to reach their full potential.

2.) **Communication/Family Engagement**

We believe that parents are the most significant adults in a child's life. We strive to create mutual respect between parents and teachers, a partnership for the benefit of the child. We encourage communication between parents and staff. Annually we send home a parent survey for comments and concerns so we can continually strive to be the best center for our families. Parent/Teacher conferences will be held two times per year. Typically they will be held in January and again in June after assessments are done. We have an open door policy, which means our doors are always open to parents at all times. Please notify us regarding any comments or concerns relating to your child's care. Monthly calendars and newsletters are posted in the classroom and sent home to let you share in the exciting plans for your child's class. Infant and toddler teachers additionally send home a daily report regarding your child's day.

At Imagination Station E.L.C. we continuously work to secure the trust you have placed upon us. It is within the boundary of this trust that reflects your child's accomplishments.

3.) **Staff**

Our center is staffed with qualified teachers and assistants. All staff members are dedicated, trustworthy, loving individuals who have experience in early childhood education. All of our staff members have been finger-printed and cleared by the Federal Bureau of Investigation along with the Department of Children, Youth and Families (DCYF). If staff changes occur during the school year, you will be notified by the Director. We will also work with the children to help them adjust to any changes. We encourage our staff to build strong relationships with both parents and students. We do however, expect our staff to keep this relationship on a professional level, therefore it is stated in our Employee Handbook that all staff are unable to baby-sit outside of the center, attend birthday parties, exchange phone numbers, or be friends on social media.

4.) **Non-Discrimination Policy**

Imagination Station E.L.C. welcomes children of all ethnic, racial and cultural backgrounds. We do not discriminate on the basis of race, creed, color, national origin, religion, or marital status in any aspects of our operations, policies and procedures including, but not limited to enrollment, hiring, termination, educational policies or any other administrative part of our early learning program.

5.) **Programs**

Infant Program (6 weeks-18 months)

Our infant program is for children between the ages of six weeks and 18 months. Our teacher to child ratio is 1:4 with a maximum of 8 infants in the classroom. The infant room has been designed to provide your baby with a happy, safe and nurturing environment. Our daily schedule is based on the individual needs of your baby and includes developmentally appropriate activities for the age of your infant. Some examples of the activities are:

- Music and movement
- Cause and effect toys
- Singing songs and finger play
- Exposure to soft blocks, nesting and sorting toys
- Reading books
- Tummy time
- Lots of love and attention
- Outside time in our infant/toddler play area
- Introduction to basic sign language

Warm and nurturing interactions that include hugging, singing, rocking and playing are part of our everyday care. We encourage communication as we talk and sing when we diaper, feed, play and comfort your child. At Imagination Station ELC, we

understand that every infant has an individual schedule. We do not force set schedules for our infants. We work with the parents to develop a schedule that works best for your baby. Daily conversations, telephone calls, newsletters and infant reports are all communication tools used to keep you informed and involved. Each day the teacher will write a personalized infant report about your baby's day including nap times, feedings, activities engaged in, diaper changes and any supplies needed.

All items brought into the center must be labeled. This includes sheets/blankets, bottles, formula/food items, bibs, clothing and all supplies. If your child uses a pacifier, it MUST BE attached to their clothing/bib with a pacifier clip.

Toddler Program (18 months-three years)

Our toddler rooms provide care for children 18 months-three years. Our teacher to child ratio is 1:6 with a maximum of 12 toddlers in each classroom. The toddler program at Imagination Station ELC is designed to offer young children a loving and educational, hands-on school experience. Our goal is to create an environment where toddlers can use all five senses in activities which encourage the child to discover, explore, learn and share. Toddlers follow a curriculum to encourage their natural curiosity and willingness to try new things. The program is planned using goals and developmental milestones to inform the activities offered and allows child-choice, self-directed play, circle-time and daily age appropriate activities and projects organized by the teachers. Some milestones we focus on in the toddler room include:

- Increased language development
- Interest in joining groups of children
- Developing fine motor control
- Learning songs
- Introducing colors, shapes and letters and basic sign language
- Increased ability to communicate verbally
- Ability to problem solve
- The need for routine
- Demonstrating independent skills
- Awareness of self and others
- Desire to explore freely
- Potty training (when applicable)

Communication is an important part of our toddler program. Parents are notified each day with our "Toddler Talk" daily reports that will let the parents know how their child ate, slept, and behaved, diapering information and information on the activities done that day. Monthly newsletters will be sent home so parents can share in their child's growing experiences. Child assessments are completed two times per year. These reports will provide a detailed listing of the developmental milestones your child has achieved

and where your child falls on the continuum of learning in all domains. Parent teacher conferences will be offered to discuss your child's progress.

Preschool (Three-Four years)

Our preschool program is for children ages three to four years. Our teacher to child ratio is 1:9 with a maximum of 18 students in the classroom. This program promotes your child's independence, imagination and creativity. Three year olds are becoming interested in activities with structure. It is our hope that we can develop in each child a positive self-image and a love of learning and school. In the preschool class we provide many activities to do just that. The curriculum is planned intentionally starting with a goal or focus and working backwards to create a developmentally appropriate environment that aligns with the RI Early Learning and Developmental Standards. The mixture of teacher directed activities, facilitated child initiated experiences and easily accessible centers are designed to allow for large group play, small group interactions and individual experiences. The curriculum and environment are structured to engage children in open ended activities, free choice options and purposeful play. Some of the developmental milestones we focus on in the preschool classroom include:

- Patterning
- Sorting by shape, color and size
- Understanding cause and effect; beginning to problem-solve
- Basic counting
- Making predictions
- Recognizing own name and other letters in print
- Showing a genuine interest in reading books with adult
- Increasing expressive vocabulary
- Artwork becoming more refined and beginning to resemble symbols

Throughout the year, the teacher will post and send home monthly newsletters so parents may know what activities are taking place in their child's classroom. Child assessments will be done throughout the year. These reports will provide a detailed listing of the developmental milestones your child has achieved and where your child falls on the continuum of learning in various curriculum areas. A portfolio is developed for each child containing photos and work samples from various points of the school year. Parent teacher conferences will be made available to discuss your child's progress.

Pre-Kindergarten (Four to Five years)

Our Pre-K program is for children who turn four by September and for children who miss the kindergarten cut-off date. Our teacher to child ratio is 1:10 with a maximum of 20 children in the classroom. As your child continues to grow through early childhood, their world will begin to open up. They will become more independent and

begin to focus more on adults and establish friendships outside of the family. In our Pre-K program, we recognize the importance of preparing the children as well as the parent for kindergarten. Beginning kindergarten is a huge milestone for your child. Not only do we focus on the academics but also on the social, emotional and communication skills. We want your child to feel confident and independent by giving them the skills and information that they will need in order to ensure that their first year of school is a success. The curriculum is planned intentionally starting with a goal and working backwards to create a developmentally appropriate environment that aligns with the RI Early Learning and Developmental Standards. The curriculum includes components for physical health and motor development, social and emotional development, literacy, language and development, cognitive development, mathematics, social studies and creative arts. The mixture of teacher directed activities, facilitated child initiated experiences and easily accessible centers are designed to allow for large group play, small group interactions and individual experiences. The curriculum and environment are structured to engage children in open ended activities, free choice options and purposeful play. Milestones we focus on in the Pre-K classroom include:

- Patterning and sequencing
- Simple math
- Understanding size differences (big, small, more, less)
- Counting, printing and recognizing numbers
- Name recognition (first and last)
- Letter and sound identification
- Recalling events from a story
- Speaking in front of a group of peers (show & tell)
- Using problem-solving skills in a group
- Independent problem-solving
- Confidence in school setting
- Secure separation from parents
- Reinforcing self-help skills
- Enhancing social skills with peers and adults

Throughout the year, the teacher will post and send home monthly newsletters so parents will know what activities are taking place in their child's classroom. Child assessments will be done throughout the year (January and June). These reports will provide a detailed listing of the developmental milestones your child has achieved and where your child falls on the continuum of learning in all domains. A portfolio is developed for each child containing photos and work samples from various points of the school year. Parent teacher conferences will be scheduled to discuss your child's progress.

School-Age Program (5-12 years old)

Our school age room is designed for children that are at least 5 years of age and enrolled in kindergarten to children age 12. The ratio of teachers to children is 1:13. The hours of operation are 6:30am – 5:30pm. During typical school days, children will be enrolled before and/or after school. Johnston School Department will provide transportation to and from schools in the surrounding area. It is the parent’s responsibility to arrange transportation with the school department and inform us of bus number and times of pick-up/drop-off. During school vacations and summer, the school-age program will run full day. Children will be provided with an afternoon snack and drink in school-age program. During school vacations and summer program, morning and afternoon snacks with drink are provided; lunch must be sent from home. Please notify the school if your child will be absent.

6.) **Arrivals**

Imagination Station ELC opens at 6:30 AM Monday-Friday. Parents/guardians must accompany their child to their classroom and sign him/her in daily. Sign-in forms are located outside of the main office. Though parents are always welcome, you should be aware that for some children, a prolonged parting is more difficult and stressful than a quick affectionate goodbye. Leaving a tearful child can be very difficult, and we assure you that your child is getting proper TLC from a caregiver to help their day start happily. To be reassured that your child is doing well, please feel free to call us at any time.

7.) **Departures**

Imagination Station ELC closes at 5:30 PM. No child will be released to anyone under the age of 18 and/or to those who do not appear on the authorized release form. Proper identification is necessary for all who are listed on the authorized pick-up form. No exceptions will be made.

8.) **Sign-In/Out Notification Procedures**

It is mandatory that ALL parents must sign their child IN and OUT with their full legal signature on the posted record sheet in the foyer each time your child leaves and returns to the center. This is required by the state licensing agency and is a state law as well as a safety matter. We use these forms to take attendance daily and especially during fire and emergency drills. Please DO NOT allow your child to write on this form.

9.) **Parking**

All cars must be parked on the side of the school in the parking lot or on the street. Please use the side door when dropping off or picking up your child. Infant/toddler parents should use entrance closer to those rooms, as Preschool, Pre-K and School-Age parents should use entrance closet to the playground.

10.) **Morning Screening for Illness**

An informal health inspection will be made each morning for every child by the classroom staff. She will observe your child for signs of illness. If your child shows any signs of illness, you will be notified by the Director or Nurse to pick up him/her. This is in compliance with D.C.Y.F. State Licensing Regulations. Parents should inform classroom teacher if your child is on any medication.

11.) **Discipline Policy and Guidelines**

It is our intent to view discipline as a positive learning experience. Imagination Station ELC does not permit the use of any abusive method such as, but not limited to hitting, shaking, yelling, pulling, withholding food, ridicule, embarrassment or humiliation of the child. Our emphasis is on redirection and helping young children develop positive methods of problem-solving. We enforce three main rules that keep Imagination Station ELC a safe and happy place for all:

1. We will not let you hurt or disrespect yourself.
2. We will not let you hurt or disrespect anyone else.
3. We will not let you hurt or disrespect our school.

We expect children to test the limits, for that is how they learn. Our main goal is for the children to learn self-control and appropriate self-expression. Imagination Station ELC believes in setting age appropriate limits, guiding behavior, and helping children learn appropriate behavior. Discipline is handled in a fair, safe, consistent, and responsible manner. When inappropriate behavior does occur, we believe it is important for children to understand why the behavior is inappropriate and how the situation should be modified. Examples of our methods of discipline include:

Problem-Solve: thinking of alternative solutions and possible effects of such solutions. Through problem solving, children develop a sense of responsibility for their own actions, begin to understand other's needs, and strengthen their decision making skills. Children need adult assistance to think of ways to better the situation. We might ask: How can you...? What could you do to...? We encourage children to "use their words" to express their feelings.

Redirection: when we redirect an activity, we look at what the child is involved in doing and then offer an acceptable alternative. If two children are fighting over a truck, we may offer another truck or toy. A child climbing on a table would be directed to climb on a climber or another enticing toy.

Responsibility: allowing children to take responsibility for their own actions through the use of logical consequences. If a child pours water on the floor, we would ask the child to "please use a paper towel and clean it up."

Cool Off: Cool off is not a punishment, threat or humiliating to a child. It is not a predetermined chair or place. It should last as long as the child feels is needed to calm

down. It is a time for the teacher and child to discuss the behavior or incident. If a child is kicking at circle time the teacher will tell him/her to “sit in this seat and cool off.” When the child seems to have calmed down he or she will be asked to come back and join the circle.

We believe that when children are hugged, talked to, given choices, and made to feel important throughout the day, they are less likely to demand attention by negative behavior. As children become older we attempt to let them work through their disputes and problem on their own. When it appears they need assistance, an adult will step in to help.

Imagination Station ELC feels effective discipline requires consistency and follow through. We understand the road to independence and self-discipline takes time and patience! However, if your child is consistently displaying inappropriate behavior, despite our efforts, we will communicate our concerns to you, and work with you to rectify the problem. In the event that the behavior continues, we may ask you to withdraw your child from the center. This policy is in place for the safety of all our children.

12.) **Forms**

In order to meet the State Licensing Regulations, we must require that all forms be completed and returned to us prior to the first day of school.

If you move, change telephone numbers, begin a new job, add someone who is allowed to pick up your child, or in any way change the data you have provided on these forms, please notify the office. We use this information to reach you in case of an emergency, and it is extremely important that we have accurate information at all times. Forms include:

- Registration form
- Physician form
- Emergency form
- Child release form
- Parent contract
- Child information form
- All About Child form
- Nutrition forms
- Photo Consent Form

13.) **Authorization to Release Students**

We will release children only to persons for whom the center has written authorization. We will make exceptions only if the parent speaks directly to the director in person or by phone. In this case, the child will be released provided that person produces valid photo identification.

We will not make exceptions with a child for whom a court restraining order has been issued. A copy of restraining orders against a parent or other significant adult must be on file with the child's records.

14.) **Late Pick-Up**

Imagination Station ELC closes at 5:30 PM. If you are running late, please notify the center immediately. You will be charged \$1.00 per minute/per child. If you are consistently late picking up your child, you will be asked to find other child care arrangements.

15.) **Illness Policy**

If your child displays any of the following symptoms the parent is called and the child must be picked up within one hour. Once the symptoms or fever have subsided for a period of 24 hours, the child may return to the center. We reserve the right to request a written statement from the child's doctor to ensure the illness is no longer a threat to others. Symptoms include:

- Runny nose with green or yellow discharge (any discharge other than clear is usually a sign of infection)
- Fever of 101 degrees or above
- Uncontained Diarrhea or vomiting two or more times in the same day
- Difficulty or rapid breathing
- Yellowish skin or eyes
- Pink eye
- Skin rash that has not been identified by the child's doctor
- Evidence of head lice or any parasitic infection
- Sore throat or difficulty swallowing
- Listless behavior

****Children must be symptom free for at least 24 hours before returning back to the center

Children who develop these symptoms while at the center will be isolated in the office, under the supervision of an adult until the parent arrives to pick up the child. As a courtesy to us, we ask that parents inform us if their child has contracted a communicable disease. Written notice will be posted if the children in the center have been exposed to a communicable disease.

16.) **Medication Policy**

We advise parents to administer medications at home whenever possible. Our facility **only** administers a medication (including over the counter meds) that has been prescribed by the child's pediatrician. Prescription medication must be in the original container with your child's name, the dosage and dates to be given. Over the counter or

standing orders for medication like a nebulizer or epi-pen must have a written order including the name of the prescribed medication, circumstances under which it may be administered, dosage, frequency of administration, and duration of time to be given. Parents must fill out proper forms at the time of drop off in order for your child to receive medication.

***All medication will be stored in the kitchen, not in cubbies or lunch boxes.

17.) **Meals**

Imagination Station ELC offers two snacks with juice to our Toddler and both Preschool classrooms each day. This cost is included in your child's tuition. School-Age children will receive an afternoon snack. Snack menus are posted on the refrigerator in each classroom's kitchen. Children must bring a bagged or boxed lunch with their name clearly marked on the outside daily. All lunches should include a drink and healthy lunch choices. All bagged or boxed lunches must be kept in your child's cubby (with the exception of the Infant Room). Due to lack of space, we are unable to refrigerate any of your child's meals or drinks. However, we find ice packs to be a wonderful alternative. For the convenience of you and your child, our staff will be glad to heat up any microwavable items for up to 60 seconds. All heat ups should be already cooked and in a microwave-safe container. At lunch time, the children will be encouraged to eat a portion of their main course first and then the rest of their lunch in the order that they choose. Any uneaten food will be returned to the child's lunchbox to go home, unless it is impossible to do so. On Tuesday's and Friday's of each week we order pizza for the children. The cost is \$2.00 per child and this includes 2 slices of pizza and a drink.

TODDLERS: Are required to have a spill proof sippy cup with them at all times. This item will be sent home daily to be washed and should be returned the next day with your child.

INFANTS: Parents must supply food, formula, drinks and snacks. Food and bottles must be labeled with your child's name and ready to heat and serve. Please note that per The Department of Children, Youth, and Families (DCYF) regulations, once a container of store-bought baby food is opened any remaining contents must be thrown away after feeding.

***Should your child arrive at school later than a scheduled meal time, you will be responsible for feeding him/her before bringing your child to school. Please DO NOT send any food with your child other than their lunch and snacks. Arrangements can be made for special days.

A.M. Snack.....9:00 am- 9:30 am
LUNCH.....11:30 am - 12:30 pm
P.M. Snack.....3:00 pm - 4:00 pm

**This schedule does NOT apply to infant classroom

***Children that arrive at the center prior to 8am may bring in breakfast to eat if they choose.

**Please notify us if your child has any allergies or dietary restrictions so proper accommodations can be made.

18.) **Naptime**

The Department of Children, Youth, and Families (DCYF) requires that all children age 5 and under are provided a quiet, rest time (directly after lunch). Children are required to lie on their cots during naptime, but are not required to sleep. A book or quiet game will be given to those who do not sleep in order to not disturb sleeping children. Please provide your child with a nap mat that fits on the cot. You will be responsible for taking these items home to be washed at the end of each week. Please refrain from bringing in large bedding and pillows.

Young infants (6 weeks to 12 months) will sleep in cribs. Parents are asked to provide a fitted crib sheet from home to use in the crib. According to the Department of Youth and Families (DCYF) “no items are placed in the crib with an infant with the exception of a pacifier.” We are asking that families help us comply with this rules by not sending in a blanket from home. Babies that sleep in cribs can be placed in a sleep sack if you prefer. Older Infants (12 months +), Toddlers, Preschool and Pre-K children will sleep on cots.

19.) **Clothing and Supplies**

At Imagination Station ELC many activities can be messy! Please dress you child for active play. Also, we ask that children have at least two clean changes of clothes (tops, bottoms, underwear and socks).Please remember that every item brought to school (clothing, shoes, bedding, coats, hats, bags, bibs, etc.) must be clearly labeled with your child’s name. We cannot be responsible for misplaced belongings that are not labeled.

Children that are not yet potty trained must have an ample supply of diapers, wipes and diapering ointment (in case a rash occurs). We will inform you when any of these items run low. If your child has an accident and there are no clothes, diapers, or wipes supplied, you will be called to bring some in immediately, or asked to pick up your child.

20.) **Toys from Home**

We understand that children become attached to toys at home and would enjoy bringing these toys to school to play with and share. This is not a good idea! Not only can toys be lost or broken, they can cause a problem in a group setting. Children may become distracted during lessons and may miss valuable learning time. In order to avoid any unnecessary disruptions, we ask that all toys be left at home.

Special exceptions will be made will be made if requested as a part of a project

21.) Inclement Weather

In case of inclement weather, notifications of school closings or delays for Imagination Station ELC will be broadcasted on your local news channels. Full tuition is still required should the center be closed due to weather. We will also post school closings on our Imagination Station ELC Facebook page.

22.) Fire Drills

D.C.Y.F. regulates and mandates a specific number of fire drills each year for all children attending Imagination Station E.L.C. These drills are essential for your child's safety. All adults and children in the building are made aware of fire exit routes.

23.) Child Abuse/Neglect

Every state has a child abuse reporting law. The law is designed to ensure reporting of suspected abuse or neglect and guarantee confidentiality to the person reporting the suspicion. If Imagination Station staff members suspect a child's physical or mental health or welfare has been adversely affected by abuse or neglect by a parent, family member, etc., it is our obligation to report this to the appropriate state agency.

24.) Vacation/Illness

If your child will not be attending school due to vacation, illness, etc., please be sure to notify the center. **You will still be responsible for you full tuition rate.** No refunds or credits are given.

25.) Withdrawal

If you decide to withdraw you child/ren, Imagination Station E.L.C. requires two weeks written notice to be given to the Director. Imagination Station E.L.C. has the authorization to terminate child care services if any of the following occurs:

Tuition is more than one week past due

Late fees are unpaid

Consistent late pick-ups

If your child exhibits repeated aggressive behavior (biting, hitting, kicking, etc.)

A child will never be dismissed without a scheduled meeting with teachers, parents, and the Director to discuss the child's behavior and a chance to work together to find a solution to improve inappropriate behavior.

26.) Tuition

When enrolling your child at Imagination Station E.L.C., you must pay a onetime

non-refundable registration fee of \$75.00 per child for the school year.

All tuition is to be paid on the FIRST day of the week your child attends. Payments must be paid by check or money order only, and payable to Imagination Station E.L.C. Inc., Please be sure to put your payment in the tuition box in the foyer. Your cancelled check is your receipt.

****Any check returned by the bank for insufficient funds will be charged a \$25.00 processing fee. ****

27.) Price List August 2018-2019

Infant Program

2 Days - \$125.00
3 Days - \$180.00
4 Days - \$220.00
5 Days- \$255.00

Toddler Program

2 Days - \$120.00
3 Days - \$175.00
4 Days - \$215.00
5 Days - \$240.00

Pre-school/Pre-K Program

2 Days- \$115.00
3 Days- \$160.00
4 Days- \$190.00
5 Days- \$210.00

Before/After School Program

Before school care-\$100/week
After-school care-\$125/week
Before and After school -\$135/week

School-Age Summer Program

\$ 40/day
5 days = \$180

28.) Late Fees

If your tuition is not paid on the first day of the week your child attends, a \$25.00 late fee will automatically be applied to the following week's tuition along with a notice stating your total payment due. If late payments or tuition are still not paid, your child's spot will be automatically terminated from Imagination Station E.L.C.

29.) Non-Payment

All outstanding tuition payments will be forwarded to an attorney who will handle collection. In addition to the unpaid tuition, any additional fees associated with this matter will be the responsibility of the family.

30.) Holiday Closings

Imagination Station E.L.C. is closed for the following holidays:

New Year's Day
Martin Luther King Jr. Day
President's Day
Memorial Day
Independence Day
VJ Day
Labor Day

Columbus Day
Veteran's Day
Thanksgiving (Thursday & Friday)
Christmas Eve
Christmas Day

If the holiday should fall on a Saturday, we will observe it on the Friday. Should the holiday fall on a Sunday, we will observe it on that Monday. *****Full tuition payment is still required even when Imagination Station is closed.*****

31.) **Photo Release Policy**

From time to time teachers will take pictures of the children to be placed on bulletin boards or to be used for projects. Unless you choose to opt out of this policy you are agreeing to allow our staff to use pictures of your child. Photos can also be posted on the school's Facebook page. A photo consent form will be given at time of registration for parent approval to post pictures. All parents have the right to refuse consent of posting pictures online.

Your child's startup checklist

Infant:

- Enrollment forms
- Medical/Physical form
- Your child's daily schedule form
- Liquid/breast milk in prepared bottles or labeled container
- Powdered formula (labeled cans may be left at the center)
- Snacks
- Jar food/meals
- Cereal (can be left at the center)
- Bottles (will be sent home daily)
- Sippy cup - if needed
- Sterile water - if needed
- Milk - if needed
- Juice - if needed
- Ample supply of diapers
- Ample supply of wipes
- Diaper ointment
- Two sets of spare clothing
- Crib Sheet - must be a "Pack n' Play" fitted sheet

- Sleep sack (if desired)
- Pacifier - if needed (must also provide a clip to attach it to clothing or bib)
- Bibs
- Burp cloths

Imagination Station does not provide food or drinks to any child under the age of 18 months.

Toddlers:

- Spill proof sippy cup
- Bottle - if needed
- Ample supply of diapers
- Ample supply of wipes
- Diaper ointment
- Two sets of spare clothing
- Bedding: nap mat (must go home at the end of each week)
- Pacifier - if needed
- Bib (must be in your child's lunchbox and go home at the end of the day)
- Lunch w/ a snack and drink in a labeled bag/box

Imagination Station does not provide milk. If you wish for your child to have milk or a specific juice please be sure to label the container and we will be happy to store and refrigerate it for you.

Pre-school 3-4:

- Bedding: nap mat(must go home at the end of each week)
- Two sets of spare clothing
- Lunch w/ a snack and drink in a labeled bag/box
- Package of pull ups - if needed

Pre-school 4-5:

- Bedding: nap mat (must go home at the end of each week)
- Two sets of spare clothing
- Lunch w/ a snack and drink in a labeled bag/box

PLEASE MAKE SURE ALL OF YOUR CHILD'S BELONGINGS ARE LABELED!!