

# Imagination Childcare Academy

## PARENT INFORMATION MEETING



1

Hello! This presentation is designed to familiarize families with our policies and procedures. Included in this presentation is specific information about pick-up/ drop-off procedures, attendance expectations, assessments and much more. Please take a screen shot of this QR code and it will take you to our website where you can access this PowerPoint presentation.



## Erin Medlar Contact Information

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**EMAIL ADDRESS**  
[emedlar@rochester.rr.com](mailto:emedlar@rochester.rr.com)

**SCHOOL PHONE**  
585-413-3948

**CELL PHONE**  
585-429-0932

2

I am Erin Medlar, the owner of Imagination Childcare Academy and I want to welcome you to our program! After the presentation, if you still have questions or concerns, please do not hesitate to call me (585-413-3948) or email me (emedlar@rochester.rr.com). If it is after hours, and it is an emergency, you can reach me on my cell at 585-429-0932.

# MISSION STATEMENT

*Committed to ensuring EVERY child thrives*



1. We instill a solid social emotional foundation!
2. We believe every child can learn!
3. We celebrate each person's unique gifts!
4. We are solution focused!
5. We are lifelong learners!
6. We build strong partnerships with families!

3

At the heart of everything we do and every decision we make is our mission: We are committed to ensuring every child thrives! We understand that every child is unique and has different strengths and needs. We tailor our program to each child specifically to target those strengths and needs. Building relationships with our students and their families is our number one priority; it is those relationships that build the strong foundation for children's future success.

## Welcome to the Imagination Family



4

That being said...welcome to the Imagination family! I always tell our families, "once your child enters our program, you will be a forever member of this family!" Over the years, we have had the privilege of serving hundreds of families and building strong relationships with all of them. We love it when we get pictures in the mail of past students or emails updating us on what the kiddos are up to. Each and every one of our families has a special place in our hearts.

# MY FAMILY



5

I am a mom of two boys, Zack (25) and Nick (17) and a wife to my husband Michael, who is a Professor at RIT in Mechanical Engineering.

# EDUCATION & CERTIFICATIONS

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## NYS TEACHING CERTIFICATIONS

- Literacy B-6
- Students with Disabilities 1-6
- Elementary Education 1-6
- Early Childhood Education B-2



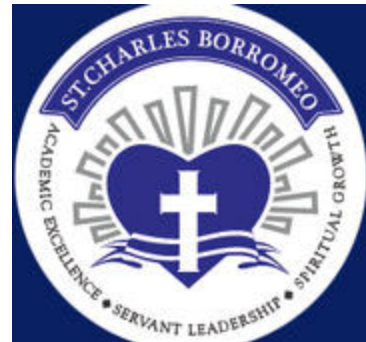
## NYS ADMINISTRATION CERTIFICATIONS

- School Building Leader
- School District Leader

I started my journey at Syracuse University, where I studied music performance. When I realized that I didn't need a degree that said I could sing, I went on to complete my Bachelors and Master's Program at University at Albany. I completed my advanced certificate of study in Educational Administration, with a concentration in school building/school district leadership from SUNY Brockport.

## EXPERIENCE

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I have taught in public and private schools in all grades, including preschool through sixth grade. In my time teaching I learned so many things about how children learn and grow.



## History of Imagination Childcare Academy

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8

In 2012, we opened our facility. It was myself as the lead teacher/director and I had two part-time assistants. We occupied one classroom in this entire building. We opened with three children enrolled....four if you count my son. I am forever grateful for those three original families who believed in me and took the leap to send their children to my program. As the years went by, we added more classrooms, hired more staff and welcomed more families. There was a need in this community for a program like ours and we are so happy that we were able to meet that need for our families. We now have 250 children and are continuously growing.



# Our Programs

## Parent Pay Programs

Licensed: Office of Children & Family Services



- Junior PreK (3-4 years)
- PreK (4-5 years)
- School Age Program (K-1)
- School-Age Program (Grades 2-3)
- School-Age Program (Grades 4-6)
- Before/After Wrap Program for UPK

## Gates Chili Universal Pre-kindergarten Program

Regulated: New York State Education Department



- Seven classrooms (18 children each)
- 9:30am-2:30pm, M-F
- FREE program funded by NYS

9

We have two separate programs here at Imaginations. We have UPK classrooms that are paid for by Gates-Chili School District. That program runs Monday-Friday from 9:30am-2:30pm. That program is a lottery program and specifically for Gates-Chili residents. Our other program is paid for by parents and is flexible scheduling. On our parent pay side, we are open from 7am-6pm Monday through Friday and parents can choose whether they want their child to attend for the full day or just half a day. They can also choose how many days a week they would like their child to attend and which days they would like their child to attend. We have two private PreK classrooms that are run like the UPK programs. The only difference is parents pay for that program. We also have two Junior PreK classrooms for children ages 3 through 4. We have a school age before and

after care program and we offer wrap around services for our UPK families who might need care before and after the UPK program.



**Owner/Director**



**Assistant Director**



**Education Coordinator**

## **OUR ADMINISTRATION STAFF**



**CPSE Coordinator**



**Pyramid Model Coach**



**School-Age Coordinator**

There are a lot of people that help run things smoothly around here. Each of our administration staff have a unique job. On top of supervising staff and overseeing day to day operations, Jessica is also responsible for all compliance matters, ensuring all students' paperwork is on file and up to date. Miranda, our education coordinator, is responsible for ensuring that we provide high-quality instruction to all of our students. She oversees lesson planning, assessments, curriculum implementation, and classroom environments. Stefanie, our CPSE Coordinator, oversees all of our students who have IEP's and she helps serve as a liaison between the classroom teachers and the SEIT, SLP, OT and PT providers who work directly with our students. She ensures that IEPs are being implemented with fidelity. Gina, our Pyramid Model Coach is responsible for guaranteeing that our teachers are modeling Pyramid Model practices. Last but not least is Lionel, our School-Age Coordinator who oversees our entire school age program and makes sure that things run smoothly throughout the building.

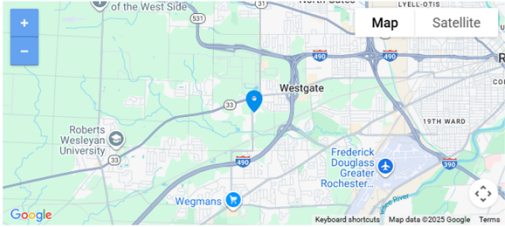


[About Us](#)
[Quality Standards](#)
[Providers](#)
[Families](#)
[News & Events](#)
[Find a Program](#)

Home > Imagination Childcare Academy

## Imagination Childcare Academy

- Location: 230 Coldwater Road, Rochester NY, 14624
- Program Type: Day Care Center
- License Number: 588004
- Ages Served: Preschoolers
- Star Rating: 4 Stars
- Region: Finger Lakes
- County: Monroe
- External Website: <http://www.imaginationchildcareacademy.org>
- Phone Number: (585) 413-3948



By participating in QUALITYstarsNY, programs demonstrate a commitment to excellence and are supported with a range of resources and expert guidance to create the best program they can for the children and families they serve.

11

Since 2017, we have participated in QUALITYstarsNY, which is New York’s voluntary quality rating and improvement system for regulated early childhood programs serving children birth to age five in centers, family childcare homes, and primary schools with Pre-K. To help ensure success, QUALITYstarsNY provides coaching, technical assistance and financial support to improve program leadership, administration and teaching staff as well as the program and classroom environment.

# PARENT ENGAGEMENT

You are  
your  
child's first  
teacher!



You are  
your child's  
expert!

12

Research has proven that children whose parents are involved in their child's education have higher academic achievement, better mental health, lower rates of substance abuse and delinquent acts, more positive peer interactions, and more advanced social skills.

We can't do what we do here without the support from our families. I encourage parents to reach out if they have any questions or concerns. I always tell parents, I cannot be everywhere at all times and I count on them to be my eyes and ears. Please let me know if there is a problem and I will take care of it immediately. Our teachers work extremely hard to keep parents informed. They send emails, newsletters, post things on the parent board outside the classroom and have a

class webpage that you will have access to in order to keep informed of the daily happenings in the classroom. We also have a PTA that meets three times a year to talk about how we can improve our policies and procedures. We send out surveys so that we can get input on ways to continuously strive towards best practice. We value your thoughts and ideas and encourage you to become involved.

## CLASSROOM PARENT LIAISON

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1. Facilitates communication between parents and the teacher, school administration, and/or parent-teacher organization (PTO)
2. Supports the teacher in needs that may arise



We will be asking for one parent in each classroom to volunteer to be the parent liaison for the classroom. This person will be responsible for facilitating communication between parents, teachers and administration. There are fliers in the back with more information about what the volunteer position entails. If you are interested, feel free to notify your child's classroom teacher at the Parent Teacher Meet and Greet.



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**When does the PTA meet?**

- October 1<sup>st</sup> 6:30pm-7:30pm (Zoom)
- January 13<sup>th</sup> 6:30pm-7:30pm (Zoom)
- April 28<sup>th</sup> 6:30pm-7:30pm (Zoom)



**What will I get out of joining the PTA?**

- Regular updates on school activities and policies
- Access to teachers and administrators at your child's school
- Access to parents of other children at the school
- A forum to discuss concerns and problems at school.
- Access to resources on parenting
- Appreciation from teachers for all your help

14

Our PTA is a way for parents, teachers and administrators to come together and brainstorm ways we can continuously improve our program. We meet on zoom three times a year. Feel free to take a screen shot of this slides so you can take note of the dates of these meetings.

## **Families of Imagination Childcare Academy Facebook Page**



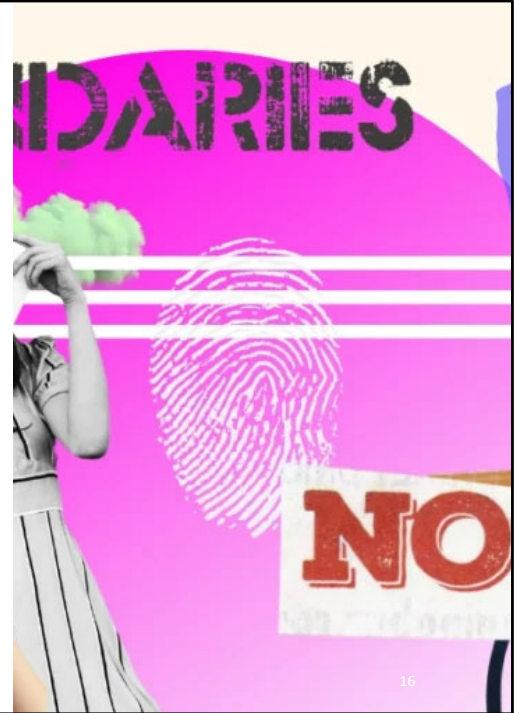
15

Lauren Dearman, a mother of one of our current students created a families of Imagination Childcare Academy Facebook page. This is a great way for families to stay connected.

## **SOCIAL MEDIA**

### **PLEASE.....**

- Do not take pictures of other people's children without their consent.
- Do not post pictures of other people's children on social media.
- Do not reach out to staff to friend them on Facebook.



Social media is great, but it can also be dangerous. Unfortunately, we must be careful with what we post on social media, as there are predators out there who could use that information to harm our children. Also, we ask that you do not attempt to friend our staff on Facebook. We like to respect their privacy and their life outside of work. Thank you for understanding.

Halloween Parade



Holidays Around  
the World



## SPECIAL EVENTS

Walk-a-Thon

Imagination Day



Our special events are what makes Imaginations so special. Our teachers go above and beyond to make these times ones that the children and families will never forget. We do a Halloween parade/party, Holidays Around the World, Supper with Santa, and Imagination Day. Please make sure to make the time to attend the special events. It gives your child a chance to show you around his/her school and gives you an opportunity to meet other families! You won't be disappointed!!!

VFYH&YKH&GFYH

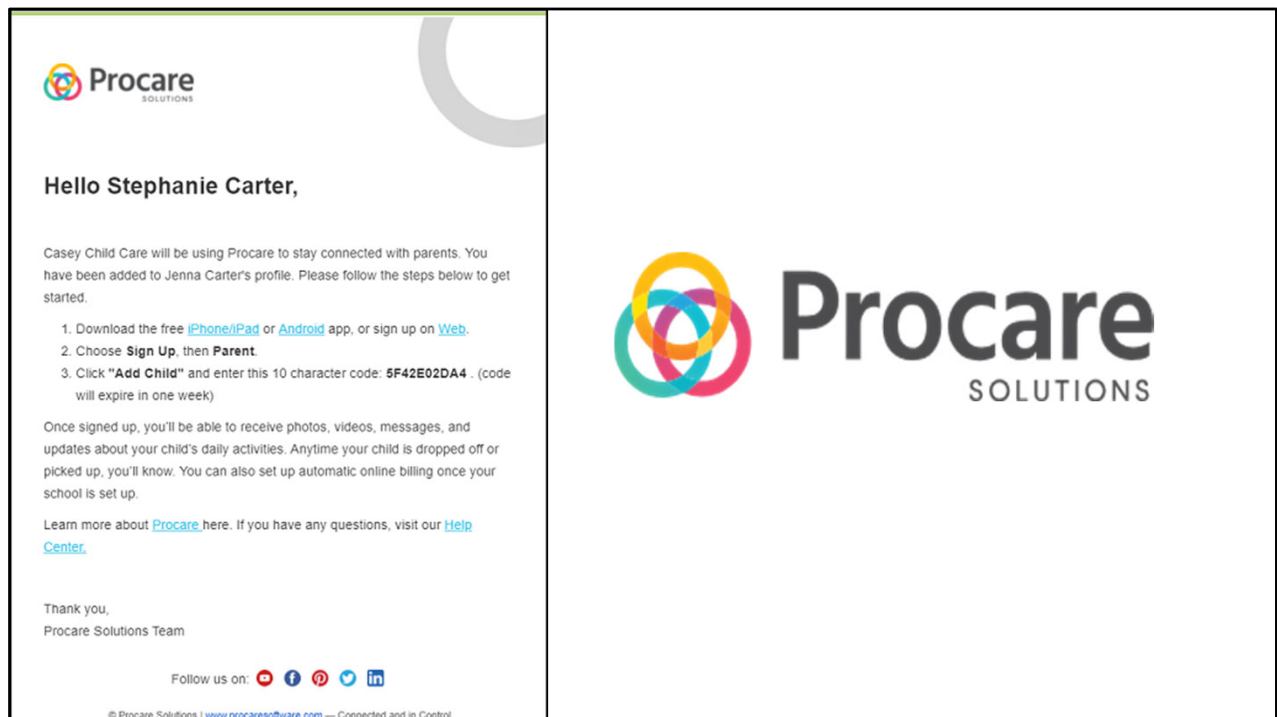
October 14<sup>th</sup> 6:30-7:30 on zoom

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Positive Solutions for Families is a workshop designed to help families promote young children's social and emotional skills, understand their problem behavior, and use positive approaches to teach children appropriate behavior.



We will have a workshop for parents called Positive Solutions for Families. On October 14<sup>th</sup> we will have an information meeting over zoom about what this workshop is and how you might find it helpful. We encourage anyone who is struggling with their child's behaviors to join this meeting to determine if you would benefit from the workshop. After the meeting, we will take a poll to see what date and time works best for the interested families and then we will chose a date. At the workshop, we will have childcare available for families who need it, and we will be provide lunch.



Our classroom teachers use ProCare to communicate daily with families about what is happening in the classroom and important upcoming events. During the week of August 28<sup>th</sup>, we will be update ProCare to change over to the 2026-2027 school year. You should get an email from us some time that week that provides you with an invitation to join Procare and gives you step by step directions. Once you receive the email, please make sure to do that asap as that is our main source of communicating information.

By the Parent Teacher Meet and Greet, if you still have not gotten an email from ProCare, please let your child's teacher know and we will double check to ensure that we have the correct email on file.

## ASSESSMENTS

Go to our website to learn about how we use assessments to guide instruction



20

We use various assessments throughout the year to help us learn each child's unique strengths and needs and to design individual learning plans for each child. Our benchmark assessments are done three times per year. These assessments are focused on academic skills (counting, writing name, scissor cutting, letter and number recognition, etc.). We use the work sampling system to help ensure that every child is developing in each area. We complete that screening tool three times per year as well. It helps us focus on all developmental areas to ensure that each child is developing as he/she should. Throughout the day teachers are observing children as they interact with each other and as they complete assignments. They use these observations to help guide their decisions for planning instruction. Another assessment tool that we use is called Ages

& Stages. This is an assessment tool that parents complete. It breaks down all developmental areas and asks parents to check whether or not they observe their child doing specific things. Often children act quite differently in school than they do at home. This tool helps us bridge that gap and really get to know each child! We will be sending this screening tool home to you to fill out and bring back on the first day of school.



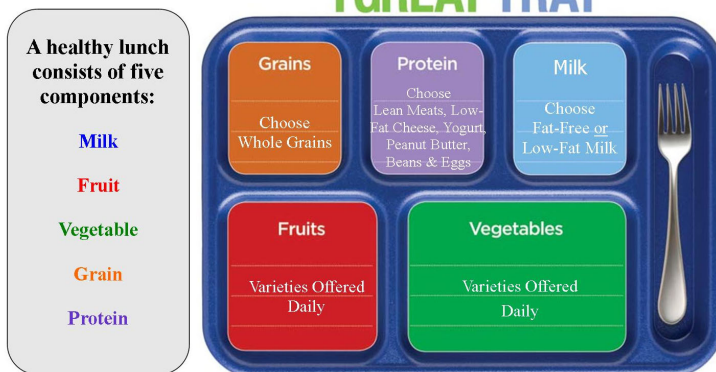
# MEALS & SNACKS

418-1.12 (r) Programs that provide meals and/or snacks to infants and children must be in compliance with the USDA Child and Adult Food Program (CACFP) meal patterns.

418-1.12 (u) The center must share information on healthy food and beverage choices and the prevention of childhood obesity with the parent.

## What makes a "Meal Deal"?

### 1 GREAT TRAY



As part of OCFS regulations, we are required to promote healthy eating. We ask that you be mindful when you pack snacks and/or lunches for your child. Ask yourself, if this food nutritious? Will this food give my child energy for the day? Please do not pack cookies and or chips for snacks or for lunch items.

# PHYSICALS

## 418-1.11 Health and Infection Control

(1) No child may be accepted for care in a childcare program unless the program has been furnished with a written statement signed by a health care provider verifying that the child is able to participate in childcare and currently appears to be free from contagious or communicable diseases. A child's medical statement must have been completed within the 12 months preceding the date of enrollment.

OCFS-1558-443 (REV. 08/2018)

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
CHILD IN CARE MEDICAL STATEMENT (Daycare and Preschool)

To Be Completed By Licensed Physician, Physician Assistant or Nurse Practitioner  
Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Date of Exam: \_\_\_\_\_

**IMMUNIZATIONS**  
Immunizations required for entry into daycare: ☐ Yes ☐ No  
Medical exemption: If the physical condition of the named child is such that one or more of the immunizations would endanger life or health, attach certification specifying the exempt immunization(s). Immunization Record is attached and reported to NYSIS

**TESTS**  
Tuberculosis test: 05/05/2020 Result: \_\_\_\_\_ Type: \_\_\_\_\_  
TB tests are in the physician's discretion. Appropriate tests include Mantoux or other federally approved test. If positive, or if it may be entered, attach physician's statement documenting treatment and follow-up.

**Lead Screening (include all dates and results):**  
Lab Acquired: 07/23/24 Test Name: LEAD CAPILLARY Results: +3.3 HL Reference Range: < 3.3 - 4.9 Units: mcg/dL  
Lab Acquired: 07/27/23 Test Name: LEAD CAPILLARY Results: +3.3 HL Reference Range: < 3.3 - 4.9 Units: mcg/dL

Per NYS law, a blood lead test is required at 1 and 2 years of age and whenever risk of lead poisoning is likely. If the child has not been tested for lead, the day care provider may not enroll the child from child day care, but must give the parent information on lead poisoning and prevention and refer the parent to their health care provider or the county health department for a lead blood screening test.

**HEALTH SPECIFICS**  
☐ Yes ☐ No: Are there allergies?  
☐ Yes ☐ No: Is medication regularly taken?  
☐ Yes ☐ No: Is a special diet required?  
☐ Yes ☐ No: Are there any hearing, visual, or dental conditions requiring special attention?  
☐ Yes ☐ No: Are there any medical or developmental conditions requiring special attention?

**SUMMARY OF PHYSICAL EXAM**  
(including special recommendations to Day Care Provider)

Physical exam findings: Exam is entirely normal

On the basis of my findings as indicated above and on my knowledge of the named child, I find that: she is free from contagious and communicable diseases and is able to participate in daycare. ☐ Yes ☐ No

Kelli S. Danglis, FNP  
Nurse Practitioner  
Electronically signed by Kelli S. Danglis, FNP on 08/05/2025 at 6:11 pm  
GENESIS PEDIATRICS, LLC  
900 ELMGROVE ROAD  
585-426-4100

**REQUIRED NYS SCHOOL HEALTH EXAMINATION FORM**  
TO BE COMPLETED BY PRIVATE HEALTHCARE PROVIDER OR SCHOOL MEDICAL DIRECTOR  
IF AN AREA IS NOT ASSESSED, INDICATE NOT DONE

Note: NYSED requires a physical exam for new entrants and students in Grades Pre-K or K, 1, 3, 5, 7, 9 & 11; annually for interscholastic sports; and working papers as needed, or as required by the Committee on Special Education (CSE) or Committee on Pre-School Special Education (CPSE).

**STUDENT INFORMATION**  
Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Sex Assigned at Birth: ☐ Female ☐ Male Gender Identity: ☐ Female ☐ Male ☐ Nonbinary ☐ X  
School: \_\_\_\_\_ Grade: \_\_\_\_\_ Enroll Date: \_\_\_\_\_

**HEALTH HISTORY**  
To any diagnoses below, check all that apply and provide additional information.

☐ Allergies ☐ Medication/Treatment Order Attached ☐ Anaphylaxis Plan Attached  
☐ Asthma ☐ Type: ☐ Intermittent ☐ Persistent ☐ Other: \_\_\_\_\_ ☐ Medication/Treatment Order Attached ☐ Asthma Care Plan Attached  
☐ Seizures ☐ Medication/Treatment Order Attached ☐ Date of Last Seizure: \_\_\_\_\_ ☐ Seizure Care Plan Attached  
☐ Diabetes ☐ Type: ☐ 1 ☐ 2 ☐ Medication/Treatment Order Attached ☐ Diabetes Medical Management Plan Attached

**Risk Factors for Diabetes or Pre-Diabetes:** Consider screening if BMI % ≥ 85% and has 2 or more risk factors: Family history T2DM, Ethnicity, Sex, Insulin Resistance, Gestational Diabetes, and/or pre-diabetes.

BMI: \_\_\_\_\_ kg/m<sup>2</sup> Percentile (Weight Status Category): ☐ <5<sup>th</sup> ☐ 5<sup>th</sup> - 84<sup>th</sup> ☐ 85<sup>th</sup> - 94<sup>th</sup> ☐ 95<sup>th</sup> - 98<sup>th</sup> ☐ 99<sup>th</sup> >  
Hypertension: ☐ Yes ☐ No ☐ Not Done Hyperlipidemia: ☐ Yes ☐ No ☐ Not Done

**PHYSICAL EXAMINATION/ASSESSMENT**  
Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Pulse: \_\_\_\_\_ Lead Level: \_\_\_\_\_  
Laboratory Testing: Positive Negative Date: \_\_\_\_\_ Date: \_\_\_\_\_  
Sickle Cell Screen-PPV: ☐ Test Done ☐ Lead Elevated at \_\_\_\_\_

☐ System Review Within Normal Limits  
☐ Abnormal Findings-List Pertinent Medical Concerns Below (e.g., concussion, mental health, functioning organ)  
☐ HEENT ☐ Abdomen ☐ Extremities ☐ Skin ☐ Special  
☐ Dental ☐ Musculoskeletal ☐ Back/Spine/Neck ☐ Neurological ☐ Social Emotional  
☐ Mental Health ☐ Lungs ☐ Genitourinary ☐ Musculoskeletal ☐ Musculoskeletal  
☐ Assessment/Abnormalities/Notes/Recommendations: \_\_\_\_\_ Diagnoses/Problems (list): \_\_\_\_\_ ICD-10 Code\* \_\_\_\_\_

Additional Information Attached: \_\_\_\_\_ \*Required only for students with an IEP receiving Medicaid

THIS ONE

Jessica will email you when she needs updated paperwork from you. Please make sure that you respond to her emails quickly so that she can ensure that we remain in compliance.

Does your child have  
Special Health Care  
Needs, Allergies  
and/or and IEP?

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See this lady!



Jessica Leuci  
Assistant Director  
[jess.johnson1015@gmail.com](mailto:jess.johnson1015@gmail.com)

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23

If your child has ANY special health care needs, allergies, or has an IEP, please see Jessica after this presentation to ensure that you have all of the correct paperwork on file.

# SECURITY

1. All doors to the building are locked
2. All staff, families and visitors must enter and exit through the main doors in the front of the building
3. KEY FOB ACCESS
  - UPK Families 9:30-2:30 (No Fobs)
  - Wrap Around Care and/or Private Pay families stop in at the office during Parent Teacher Meet & Greet to get a key Fob
  - \$7 cash deposit for each fob is required



24

In every attempt to keep our building secure, we keep all doorways locked at all times. If you would like to get a key fob to have access to the building stop by the office. We do require a \$7 deposit for each fob. Once the fob is returned, the \$7 is returned.

**NO KEY—  
NO ENTRY**



**DO NOT HOLD DOOR  
OPEN TO VISITORS**

- Custody Disputes
- Children in Foster Care
- Domestic Violence
- Overall safety

| <b>SHELTER-IN-PLACE</b><br><br><b>Environmental Hazards</b>                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>LOCKDOWN</b><br><br><b>Immediate Threat</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>FIRE</b><br><br><b>Smoke/Evidence of Fire</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. All people go to School-Age classroom.</li> <li>2. Close and lock all doors (windows if possible)</li> <li>3. Place all students and staff in an out-of-sight position within the room.</li> <li>4. Outside students should be escorted into the building and go to the School-Age classroom.</li> <li>5. Do not respond to fire alarm during Shelter-in-Place</li> <li>6. Listen for additional instructions; remain with students until police officers or school officials known to you invite you out.</li> </ol> | <ol style="list-style-type: none"> <li>1. People in hallways, bathrooms, and common areas should return to their assigned room</li> <li>2. Lock all doors (windows if possible).</li> <li>3. Outside students should come inside through door #5 (by dumpster) into School-age room and stay there until notification is received from a known administrator.</li> <li>4. <b>Silence all cell phones and electronic devices. Staff should leave their cell phone on them.</b></li> <li>5. Do not respond to fire alarm during Lockdown unless school official makes a supporting announcement.</li> <li>6. Listen for additional instructions.</li> </ol> | <ol style="list-style-type: none"> <li>1. Upon sensing smoke or evidence of fire pull fire alarm and call 911</li> <li>2. Close windows and doors; do not lock</li> <li>3. If a door is hot to the touch, do not open; use alternative route or escape windows. In the event of smoke, stay low and close to the floor</li> <li>4. Walk students out designated exit in a quiet, orderly manner.</li> <li>5. Be alert to and assist any student with special needs.</li> <li>6. Take attendance at predetermined assembly location, report any missing or extra students, staff, visitors.</li> </ol> |

26

We do drills throughout the school year to practice different possible emergency scenarios. In any of these cases, we cannot allow anyone, including parents and/or guardians to enter or exit the building until the threat has been determined to no longer exist. This means, you will not be able to take your child out of school if we are in a lockdown or shelter in place scenario. This is for everyone's safety. Once the threat is neutralized, we will ensure to reunite all families with their children.

For our Shelter in Place Drill, in case of a weather-related emergency or something that might be happening within the neighborhood, we all meet in the large school age area and lock down all of the doors.

For a lockdown, which would indicate an immediate threat, we have teachers lock their classrooms and have the children sit quietly away from doors and windows.

For a fire, we evacuate the building and take the children to our meeting locations (in front of the church and next to the white fence on the side of the building).

In cases of a true emergency, where we need to evacuate our campus, we have permission to use Walt Disney Elementary School's cafeteria, and we also have permission to use the Gates Fire Station at the corner of Coldwater and Buffalo Road.

## DROP-OFF/PICK-UP PROCEDURES

- ☐ Timely drop and pick up is expected on a daily basis. Late drop off and early pick up can be very disruptive.
- ☐ Stay off cell phone at pick up and drop off
- ☐ Limit Conversations with the teacher at drop off and pick up



27

Please make to drop your child off and pick your child up in a timely manner.

Make sure that you are giving your child your full attention at drop off and pick up. Try not to be distracted by your cell phone at that time. This helps ensure a smooth transition.

To ensure the safety of all of the children in the classroom, please keep your conversations limited with staff at pick up and drop off so they can focus on the children in their care. If you have something important with them to discuss or a concern, please arrange a time to meet with them where we can get classroom coverage to ensure that you have the teacher's full attention.

## Parking Lot Safety Rules

1. The parking lot is one-way
2. Handicap parking
3. Do not park in spaces marked with multiple lines
4. Do not park where there are no designated parking spaces.
5. **DRIVE SLOWLY — UNDER 5 MPH!**
6. If you accidentally hit another vehicle, please report it to the office.
7. If the main parking lot is full, please park across the street.
8. Do not leave your vehicle running unattended
9. Do not leave children unattended in a vehicle
10. If you are dropping someone off, please do not stop directly in front of the building
11. Hold your child's hand; do not *race* your child in the parking lot
12. Please be kind and respectful to our parking lot attendants.



28

Please make sure to abide by our parking lot rules at all times to ensure everyone's safety!



# HEALTH POLICY

If your child shows any of the following symptoms, he/she will need to stay home for at least 24 hours and until the child is fever free, without fever reducing medication.

- Fever over 100.0
- Excessive dry cough
- Shortness of breath
- Lethargic, overly tired, unusually calm or quiet
- Mild respiratory illness/ issues
- Diarrhea and/or vomiting



29

If you believe your child may be sick and/or is displaying ANY of the above symptoms, please keep your child home until your child is symptom free for at least 24 hours. I know that we all have to work and we have things to do, but the responsibility to keep everyone healthy is all of ours and can only be done with everyone working together. Please be courteous of others and do send your child to school if he/she is not feeling well.



Frequent handwashing.

A list of children with allergies posted in each classroom, so that all staff are aware.

Emergency plans on file for each child with an allergy.

All staff are trained to use epi-pens.

30

We have several children here with SEVERE food allergies that could cause them to go into anaphylactic shock (stop breathing). We ask that before bringing any food into our facility you make sure it is nut free and peanut free. I know this is another thing we all must do but taking that extra two minutes to read the package could make the difference between life or death.

# Behavior Management Pyramid Model



A Social Emotional Framework

- Build Relationships
- Supportive, High-Quality Classrooms Environment
- Teaching Expectations
  - Be Safe
  - Be Kind
  - Be Responsible
- Focus on Teaching Skills
  - Problem Solving
  - Friendship
  - Recognizing Emotions
  - How to calm down
- Intensive Intervention

31

The pyramid model is the model that we use to approach behavior management. It guides our teaching and the way we interact with others. It begins with an effective workforce, a team that all share the same mission. All staff attend 18 hours of professional development to learn the Pyramid model strategies. Building nurturing and responsive relationships is the foundation for behavior management. First and foremost, children need to feel safe and loved. They need to know that the adults that are caring for them are listening and that their feelings are validated. In early childhood, the environment is the child's first teacher. They are continuously learning about the world around them through exploration. Our teachers work tirelessly to create classrooms that encourage learning through play. We set children up for success by letting them know what

the expectations are in every setting. We take them through the classroom and establish guidelines and routines. We use picture schedules and continuously review what will be coming next. We walk them around the building and model the expectations in every place. Daily we review these expectations in each setting. Throughout the year, beginning on the very first day, we start teaching children social emotional skills such as how to be a super friend, how to recognize their own emotions and the emotions of others, how to react to those emotions, how to calm down when upset, and how to problem solve. We teach the children how to use these skills independently. Finally, for children who continue to struggle with challenging behaviors we have a Behavioral Support Team that meets to come up with ideas of how to help that child be successful (maybe special seating, a fidget toy, a social story, a 5 min break card, etc.). We involve the parents in the process to make sure that we are coming up with the best possible plan for that child to find success.

- Divorce/Separation
- Going Between Two Homes
- New Sibling
- Coping With Death
- Separation Anxiety
- Potty Training
- Bedtime Routines
- Dealing with Anger



32

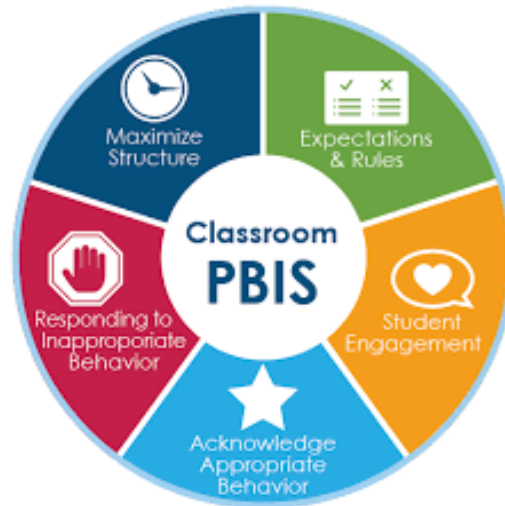
## POSITIVE BEHAVIOR SUPPORTS

### Our School Rules

Be Safe  
Be Kind  
Be Responsible

### Incentives

BEE Coupons  
Friday Buzz  
Positive Specific Praise



33

We believe that positive behavior support is essential to behavior management. We teach our children the school rules: Be Safe, Be Kind, and Be Responsible. Then we teach them what that looks like in every setting (classroom, bathroom, gym, playground, parking lot, etc.) Then, when we see children doing these things, we specifically praise them, telling them what we see and praising them for that behavior. We give “BEE” coupons for children we see following our school rules (walking quietly in the hall, cleaning up toys, raising hand at morning meeting, helping a friend, etc). Every Friday, “Buzz,” our school mascot, goes to each classroom and chooses one BEE coupon out of the bee hive, and that child gets to choose from the toy chest. The children LOVE Fridays 😊

## BIRTHDAY CELEBRATIONS

No Snacks  
or treats  
please.



No goody  
bags  
please

34

Because we are a nut/free peanut free facility we ask that no treats be brought in from home for birthdays. This ensures the health and safety of all of our students. We also ask that families do not bring in goody bags for the children in the class. Please be mindful that not all families can afford to do this. We know that your child's birthday is a special day and we would love it if you would take time to come in on that day and be a special guest reader to the class. There is not better way to make your child feel special than to give them some of your time!





Nr fls fylt s  
If r l| %  
Qlewfw|

35

We have a school library located outside my office. Please feel free to let your child choose a book to take home and read over night and bring it back the next day. We do ask that if you borrow a book that you do bring it back the next day so other children can enjoy the books as well. We ask that you only take one book at a time to ensure we have enough for all the children.



## EMERGENCY CLOSINGS



36

We follow Gates Chili School District for emergency closings. If they are closed, we are closed.

# Tuition



1. Tuition is *prorated* (September 1st -June 26th). This means that tuition is the same EVERY week regardless of whether the school is open or if your child attends.
2. Tuition is due the week **BEFORE** care is provided.
3. Payment box outside of Erin's office window.
4. Can set up automatic bill pay through bank to have a check sent each week.
5. Do accept online payment and credit card for an additional 3.5% fee
6. Full day care is available for school age children and UPK wrap children over school breaks for an additional charge. Sign ups come out a week or two before. Please reach out to Erin for payment difference.

Lunch (peanut/nut free)



Water Bottle



Family Photo



Sneakers



Bug spray & Sunscreen



CROCS

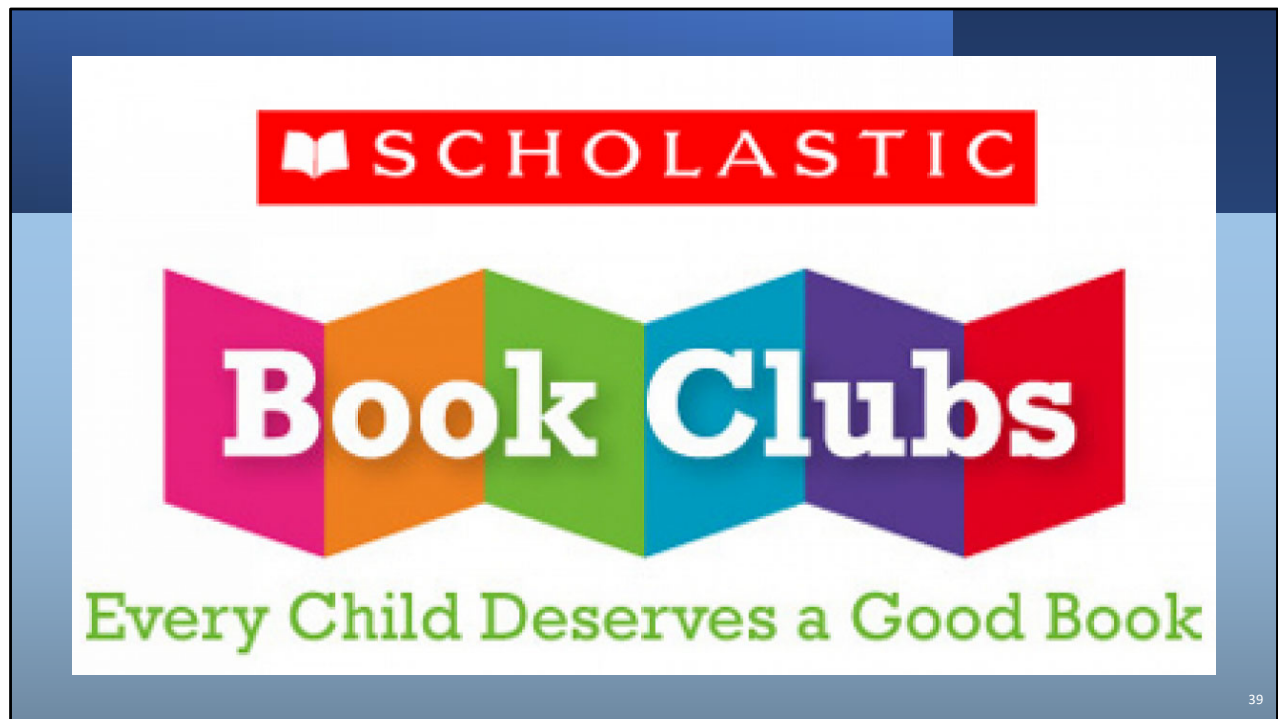


Two Extra sets of Clothes

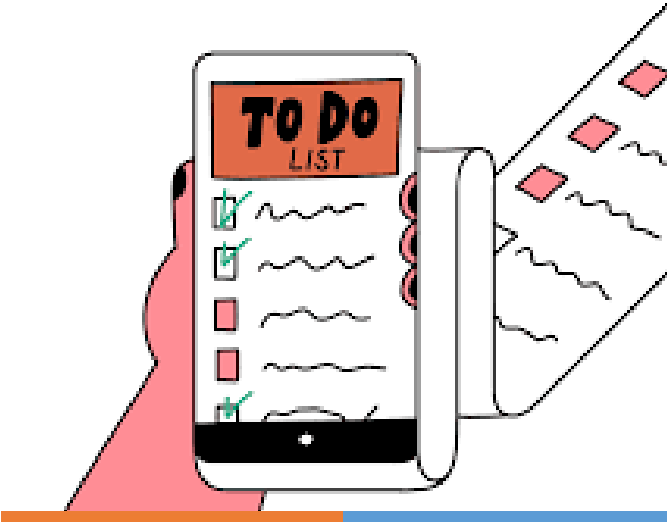


38

We ask that families only bring in the above items and please keep all toys at home. Don't worry...we have plenty here 😊



We participate in Scholastic Book club. For every dollar you spend we get money to spend on books to build our classroom libraries and to purchase other classroom supplies. Also, it's a great way to get books into your child's hands!



## WHAT'S NEXT?

1. Parent Teacher Meet & Greet is on September 3rd.  
This is a chance for your child to drop off supplies, meet the teacher, and see his/her classroom.
2. Make sure to sign up for a time. The sign-up sheets are located in the back of the gym.

40

We can't wait to get to know you and get this school year started 😊



UPK Families

# Our PREK/UPK Curriculum

1. Welcome to Pre-K
2. From Farm to Table
3. Celebrations Around the World
4. Everyone Has a Story
5. Motion
6. Mother Earth



42

We have created a hands-on inquiry-based curriculum that utilizes project-based learning. Each unit is designed around the NYS Learning standards. We begin each study with the students' asking questions and considering what they want to learn about the topic. Then they explore answers to those questions. Finally, at the end of each unit, they have a culminating project where they get to demonstrate what they have learned through the inquiry process.

## SCHOOL NUTRITION PROGRAM

- FREE lunch is available through Gates Chili Nutrition Program for all UPK students
- Circle whether your child would like hot/cold entree
- Can choose which days to order
- Must submit the completed menu choices to your child's teacher 10<sup>th</sup> of each month for the following month.



If you are interested in purchasing lunch from the school nutrition program you will have the opportunity to do so or you can send your child in with a nut free/peanut free lunch. In order to prepare the lunches every day, the school must have the lunch choices ahead of time. So we ask families to fill out the entire month so that the nutrition program can easily know how many children will be ordering. We do not accept payments at Imagination Childcare Academy for the Nutrition program. All payments must be made on-line, through the Gates Nutrition program.



# What Do I Do With This Menu?

Write

Write your child's name

Write

Write your child's classroom

Indicate

Indicate whether your child wants hot/cold lunch

| MEAL SELECTION DUE BACK TO IMAGINATION BY SEPTEMBER 4 <sup>TH</sup>                               |    |                                                                                         |    |                                                                                                       |    |                                                                                                            |    |                                                 | SEP |
|---------------------------------------------------------------------------------------------------|----|-----------------------------------------------------------------------------------------|----|-------------------------------------------------------------------------------------------------------|----|------------------------------------------------------------------------------------------------------------|----|-------------------------------------------------|-----|
| ites Chili UPK / Lunch                                                                            |    |                                                                                         |    |                                                                                                       |    |                                                                                                            |    |                                                 |     |
| Mon                                                                                               | 2  | Tue                                                                                     | 3  | Wed                                                                                                   | 4  | Thu                                                                                                        | 5  | Fri                                             |     |
| Information Provided                                                                              |    | Fiesta Pizza<br>Refried Beans w/ Cheddar<br>Apple Slices<br>Wow Butter & Jelly Sandwich |    | Italian Marinated Grilled<br>Chicken Sandwich<br>French Fries<br>Pears<br>Wow Butter & Jelly Sandwich |    | Mozzarella Sticks w/ Sauce &<br>Roll<br>Broccoli<br>Apple Slices<br>Wow Butter & Jelly Sandwich            |    | Chef's<br>Baby C<br>Wow B                       |     |
| Mon                                                                                               | 9  | Tue                                                                                     | 10 | Wed                                                                                                   | 11 | Thu                                                                                                        | 12 | Fri                                             |     |
| Chicken Patty on a Bun<br>Sweet Potato Fries<br>Apple Sauce<br>Wow Butter & Jelly Sandwich        |    | Chicken Nachos<br>Black Bean & Corn Salad<br>Fruit Cup<br>Wow Butter & Jelly Sandwich   |    | Egg & Cheese Breakfast<br>Sandwich<br>Tater Tots<br>Peas<br>Wow Butter & Jelly Sandwich               |    | Macaroni and Cheese w/<br>Goldfish Crackers<br>Cauliflower<br>Mixed Berries<br>Wow Butter & Jelly Sandwich |    | Stuffed<br>Chicken<br>Beans<br>Orange<br>Wow B  |     |
| Mon                                                                                               | 16 | Tue                                                                                     | 17 | Wed                                                                                                   | 18 | Thu                                                                                                        | 19 | Fri                                             |     |
| Football Sub<br>Grilled Carrots<br>Pears<br>Wow Butter & Jelly Sandwich                           |    | Taco in a Bag<br>Corn<br>Diced Peaches<br>Wow Butter & Jelly Sandwich                   |    | Three Cheese Quesadilla<br>Green Beans<br>Fresh Strawberries<br>Wow Butter & Jelly Sandwich           |    | Orange Chicken w/ Noodles<br>Edamame<br>Raisins<br>Wow Butter & Jelly Sandwich                             |    | Garlic F<br>Garden<br>Beans<br>Apple S<br>Wow B |     |
| Mon                                                                                               | 23 | Tue                                                                                     | 24 | Wed                                                                                                   | 25 | Thu                                                                                                        | 26 | Fri                                             |     |
| French Toast Sticks w/ Turkey<br>Sausage Patty<br>Apple Carrots<br>Peanut Butter & Jelly Sandwich |    | Chicken Soft Taco<br>Corn<br>Fruit Cup<br>Wow Butter & Jelly Sandwich                   |    | Hot Dog on a Bun<br>Dinner Roll<br>BBQ Baked Beans<br>Orange Slices<br>Wow Butter & Jelly Sandwich    |    | Potato Chicken w/ Dinner<br>Roll<br>Mixed Vegetables<br>Apple Slices<br>Wow Butter & Jelly Sandwich        |    | Cheese<br>Garden<br>Beans<br>Diced P<br>Wow B   |     |
| Mon                                                                                               | 30 |                                                                                         |    |                                                                                                       |    |                                                                                                            |    |                                                 |     |
| Chicken & Waffles<br>Green Beans<br>Peanut Butter & Jelly Sandwich                                |    |                                                                                         |    |                                                                                                       |    |                                                                                                            |    |                                                 |     |

100% Milk Option UPK MILK 1% Lowfat - MILK Skim  
 100% Cold Lunch Sides Fresh Veggie Crunchers - Assorted Fresh Fruit  
 This Institution is an Equal Opportunity Provider

View more: <http://schools.mealviewer.com/s>



Daily student attendance is expected, M-F 9:30am-2:30pm

If your child is absent due to illness, a written note is required upon his/her return.

Excessive absences from school have a negative impact on student learning. In addition, there is high demand for this publicly-funded program within our community. Please read our attendance policy carefully! More than 15 absences could result in your child losing his/her spot in the program.

If you are choosing to participate in this program, please know that daily attendance is required and there is a STRICT attendance policy that will be enforced.

### SCHOOL NOTE

Your child was ☐ absent ☐ late ☐ dismissed early on \_\_\_\_/\_\_\_\_/\_\_\_\_.

Please complete and return the note below within one business day to explain the reason for your child's absence to avoid this being recorded as an unexcused absence.

|                                            |                                                                                                                   |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Child's Name:</b>                       | <b>ABSENT/LATE</b>                                                                                                |
|                                            | My child was <input type="checkbox"/> absent or <input type="checkbox"/> late on ____/____/____ because:<br>_____ |
| <b>Teacher:</b>                            | <b>DISMISSAL</b>                                                                                                  |
|                                            | My child was dismissed at ____am/pm for the following reason:<br>_____                                            |
| <b>Classroom:</b>                          | _____                                                                                                             |
| <b>Parent/Guardian Signature:</b><br>_____ |                                                                                                                   |



*Imagination Childcare Academy, Inc.*



Any  
questions?