

**IMAGINATION STATION
EARLY LEARNING CENTER**

300 E. 56th Ave.

Phone 907-563-8290

&

**IMAGINATION STATION EXPRESS
EARLY LEARNING CENTER**

5651 Denali St.

(Both of our centers are on the same block)

Phone 907-563-8291

Fax for both 907-563-8830

Imagination Station

Hours: Monday through Friday

6:30 am to 5:30 pm

6 weeks to 12 years

Imagination Station Express

Hours: Monday through Friday

6:30 am to 5:30 pm

3 years to 12 years

E-mail us at: imselc@imaginationstation.biz

Our Web address is: imaginationstation.biz

SERVICES PROVIDED

We are so glad you are considering Imagination Station/Imagination Station Express Early Learning Centers to care for your child! We have been providing an active learning environment for children since April of 1998, and we are owned and operated by Pete and De Cyril. Between both centers we provide loving, safe, educational care for up to 192 full time children. **Imagination Station** provides educational care for 92 full-time children ranging in age from six weeks to twelve years. **Imagination Station Express** provides educational care for up to 100 full-time children, ranging from three years through twelve years of age. Social skills such as consistent use of manners, resolving conflicts, accepting responsibility, natural cause and effect and playing effectively with others will be encouraged, along with the developmental skills that are appropriate for each child's age and maturity level at all age levels.

Children with special needs can only be admitted after an interview to determine if your child's needs can be met at either center. This interview should take place with BOTH parents present. We will need copies of any formal evaluations, IEP/IFSP documents or other tools you have been given pertaining to your child's learning, in order to best care for and educate him/her prior to your child starting. If your child is a preschooler and attends one of the special educations, ASD preschools, please provide us with school, teachers' name and their busing information. We will have a release of information form for you to fill out so that we may speak with your child's teacher to ensure that we are all on the same page with your child's needs. We will do everything possible to help meet their goals.

We feel it is important to point out that we are a faith-based center, but we are not affiliated with any specific church. Our center does sing songs such as "Jesus Loves Me," view videos that teach bible principles from the "Veggie Tales" series, read from a children's bible on occasion and we also teach a simple grace the children sing before lunch. We try to respect all religions as much as possible.

For school-aged children, we currently offer transportation to Sand Lake and Chinook Elementary. School Bus service to and from Taku Elementary is provided by the Anchorage School District and there is a stop right beside our facility. Pre-school Special Education through ASD is available and will be determined by ASD. If you have any questions about our program, please contact the IMS main office for more information.

HOURS OF OPERATION /CLOSURES

Both Imagination Station (56th Avenue) and Imagination Station Express (Denali Street) are open Monday through Friday from 6:30 am to 5:30 pm. (The buildings are right next door to each other and connected by play yards). Express's main door will be locked from 9am to 3pm daily. You will need to use the path.

Both facilities will be closed to observe the following holidays: New Year's Eve, New Year's Day, Memorial Day, Fourth of July and fifth of July, Labor Day, Thanksgiving, the day after Thanksgiving, the week of Christmas Eve thru New Years Day dates are fluid depending on which day the holiday falls this week. If the holiday falls on the weekend we may close Monday and/or Friday. We will post our updated closures on our website each year and/or if any changes occur, we will also send them in the Procure app and reminders as the holiday approaches. We will also post reminders in the entryway at each center of upcoming closures. We may also opt to close early or for additional days

needed for staff training. You will be notified at least 30 days in advance of such a closure.

ENROLLMENT IN IMAGINATION STATION OR EXPRESS

Enrollment Requirements and Procedures include the following:

The following items must be made available to us before service can be provided:

A completed Child Registration form

Proof of current immunizations - We must have a current immunization record on the child’s first day. We will no longer accept children who have religious exemptions. However, those children meeting medical exemption requirements can be enrolled with the proper documentation from your doctor. Please stop by the office for required form.

A Physical (well-child exam) within the last year, (physical must be turned into the office within the first 30 days of service)

Emergency release cards, with signatures on front & back: and with at least 2 other people who can assume responsibility for your child other than their parent.

Topical product, Food Grant Eligibility & Photo Release

Transportation agreement forms if needed (needed for all school-aged children)

100.00 non-refundable registration fee per child (due on anniversary date)

Monthly tuition is due at the beginning of the month for that month. If you are on childcare assistance our rates are above what they will pay so you must pay the difference plus your co-pay.

Formal evaluations, IEP/IFSP documents if needed

We need medications in original bottles, child’s name, showing dosages, date and prescribing Doctor’s name. Prescription labeling must be on either the medication or the container with all required information. Parent must fill out a medication form for each medication this includes over the counter medications.

An Asthma Plan form (even if child has only mild Asthma) must be filled out by the child’s doctor. Asthma medication is to be left at center (this includes inhalers, tubing & masks for nebulizers) We have several nebulizers between both centers. Parents do not need to bring one back and forth.

Complete Comfort Care Kits (To be used in case of an emergency evacuation)

to be updated as the child grows and moves to other classrooms.

General permission slip for lunch and gym travel between both buildings.

INSURANCE

Imagination Station and Imagination Station Express carry full coverage insurance on all of our vehicles including our buses. We also carry general liability insurance for each center. If you would like more information, feel free to stop by the office and speak to one of us. We also have them posted on the bulletin boards to the right of the main entrance.

MEALS AND SNACKS (with the exception of infants)

It is the parents' responsibility to inform the office staff if your child/children have any known or suspected allergies to food, textiles, animals, chemicals or pollen.

Breakfast, lunch and a mid-afternoon snack will be served daily. The weekly menu is posted in the kitchen and on the bulletin boards next to the front doors of both buildings. All food served will be nutritious and all fruit juices will be 100% fruit juice, and milk is 1% or whole milk and served with both breakfast and lunch (as per USDA food grant requirements. We are on a CACFP grant funded by the USDA). **Outside food is not permitted** to be brought or sent in with your child to eat within the facility unless you bring enough for your child's entire class and it is pre-arranged with your child's teacher and/or the office staff. School-aged children that will be eating with us before we transport them to school in the morning must arrive no later than 7:50 am. If they eat prior to their arrival, they may arrive as late as 8:10. As a gentle reminder, for an optimal day of learning to take place, children need to eat breakfast every day. It has also been our experience that children arriving late will not sit and eat while watching the rest of his/her classmates begin their exciting learning time activities.

Sample Menus of Food Provided for children 1 year and older

Breakfast: Waffles, bananas, and milk.

Lunch: Chicken Alfredo, broccoli, milk, and orange wedges.

Snacks: Assorted crackers, fresh or canned fruits and vegetables, rice cakes, etc.

Children are offered water often throughout the day and are provided with water bottles or cups to access as needed.

REMINDER!!!

Breakfast will be served to children arriving to the center before 8:45 am (school-age 7:50 am). Also, please note that due to allergy concerns, we do not allow children to eat outside food in front of the other children. This includes hot chocolate, breakfast bars, chewing gum, candy, McDonalds, etc.

INFANT FOOD SERVICE

Infants' solid foods, such as cereals, vegetables, fruits, and meats, as well as some selected formulas will be supplied by our center. Infant bottles are also supplied by the center. Each infant will have their bottles marked with their names. They will be washed and sanitized after each use. We will replace the nipples as needed and as your child grows. We use standard type bottles, lids and caps with appropriately sized nipples.

Due to the many brands and types of bottles it is not efficient for us to store, clean and keep track of the many types of bottles for you. If you choose to supply your infant's bottles they will be rinsed out and returned to you daily. You will be responsible for cleaning, sanitizing and returning enough complete bottles for the next day. (We cannot wash

and sanitize any personal bottles) Please supply at least 3 complete bottles per day for your child, this includes caps for each bottle.

We do not allow children to use bottles or pacifiers after the age of 1. Children/infants are not allowed to be on the floor with either of these due to the high occurrence of sharing! Pacifiers can no longer have strings, binky holders or animals attached to the pacifiers. (Children who are new to the center may have pacifiers and use bottles while they are acclimating to their new environment.) Bottles will never be propped up in beds, and we will not put cereal in the child's bottle. Please do not ask the staff in the infant room to do this as it is against our policy.

***FORMULA:**

Imagination Station provides the following formulas:

Similac: Advance or Advance, Sensitive or Pro Total Comfort

Enfamil: Gentlease NeuroPro Care (Purple), NeuroPro Care Infant Formula (Yellow)

If you choose to use a brand of formula that we do not supply, it will need to be purchased and provided in its original sealed container for opening at our center. It will then be labeled with the child's name, the date opened, and used prior to the expiration date and in most cases used within 30 days.

Formula will be prepared daily according to the manufacturer's directions and refrigerated, but discarded within 24 hours when mixed with water.

***BREAST MILK:**

Breast milk must be labeled with the child's name (please use first name and last initial) and the date it was expressed and be provided daily, unless frozen in sterile baby bottles or bottle liners. (We prefer frozen in individual freezer bags) If provided frozen, the milk will be placed in a container labeled with each child's name and kept frozen until ready to use. Using oldest date first it will then be thawed with hot water or in the refrigerator (not in a microwave oven) and if not used, discarded or returned to the parent daily. It will not be refrozen.

Again, it is the parents' responsibility to inform the management at this center if your child/children have any known allergies to food, textiles, animals, chemicals or pollens.

Feeding Infants Solids

We use fresh cooked & blended foods whenever available. We also use Gerber or Heinz strained baby foods. We do not use commercially blended foods like Chicken noodle dinner or cereal and bananas. However, we do use vegetables and fruits that are mixed, such as garden vegetables or apricots with mixed fruit. These foods do not have added fillers, salt or sugars. We **do not** allow outside foods for children.

We do not feed children under the age of 1, strawberries

Honey, nuts, chocolate, or eggs

If you have any questions, please stop by or call us. We will be happy to answer any questions you may have.

Infants and Toddlers will no longer be permitted to wear Amber teething necklaces or necklaces of any kind. These have

been deemed choking hazards by The Academy of Pediatrics along with MOA Licensing. We will offer children cold plastic or rubber chew toys when they are teething. We can also give Tylenol or Advil, when you supply it and give written permission to administer it to your child.

DAILY SCHEDULES

This is a generic sampling of our daily schedule for each building. It only represents ages, not classrooms. If you would like to see specific schedules for your child's class, please ask their teachers.

Imagination Station

630am - 730am - Greet families, diaper check and free play

730am - 845am - Breakfast, clean-up, diapers and teacher directed play

845am - 1130am - Individual play, outside play, fine motor skills: number/letter recognition, singing, cutting (older 2's only room F) and gluing, puzzles, etc.

1130am - 1230pm - Lunch time, clean up, teeth brushing and diapers/potty

1230pm - 230pm - Nap time

230pm - 315pm - Diapers/potty, clean up, snack

315pm - 430pm - Circle time, arts and crafts, story time, outside play and diapers

430pm - 530pm - Clean up, get ready to go home and individual play

Imagination Station Express

630am - 730am - Greet families and free play

730am - 845am - Breakfast, clean-up and teacher directed play

845am - 1130am - Individual play, outside play, fine motor skills: number/letter recognition, singing, cutting and gluing, puzzles, computers, etc.

1130am - 1200pm - 1st Lunch for Fireweed & Dragonfly, clean up, teeth brushing

1200pm - 1245pm - 2nd lunch for Moose & Aurora, clean up, teeth brushing

1:00pm - 1230pm - School age lunch, clean up, teeth brushing

1230pm - 230pm - Nap time

1240pm - 530pm - Clean up, teeth brushing, school age field trips, group activities, outside time,

230pm - 315pm - Clean up, snack

315pm - 530pm - Circle time, arts and crafts, story time, outside play, clean up to go home

Children at Express are encouraged to be independent and self-reliant; therefore, bathroom times are not specified in this daily schedule. Teachers do remind children throughout the day, especially in room F (IMS) and Dragonfly (New 3's at Express).

USDA NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue,
SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider and employer.

FEES AND PAYMENT ARRANGEMENTS:

This center charges a set monthly rate for each age group. Your bill is due between the first and third of each month, unless a payment plan is filled out prior to the first of the month. After the fifth, your payment is considered late and we reserve the right to deny care until payment in full has been made. Additionally, you will be charged a \$100.00 late fee starting on the 6th. PAYMENT IS REQUIRED to hold your child’s spot, which means that if the child is absent, regardless of the reason, (vacation, illness, etc.) the parent is still billed for that time. Unforeseen circumstances do take place that can cause undue hardship on a family. Please let us know if there is anything we

can do more work family’s times of *FULL* 10 hours in care *TIME = Less* day *School-age ~ In-* be charged attendance, prearranged with office.

	Infants 6wks- 12mo and walking	Toddlers 13- 35mo	Preschool 3 - 5yr	School Age 5-12yr	School Age
	Infants 6wks- 12mo	Toddlers 13- 35mo	Preschool 3 - 5yr	School Age 5-12yr	School Age
IMS FULL TIME	1335.00	1348.00	1119.00	Summer 1000.00	
IMS PART TIME	N/A	N/A	N/A	Before & After 700.00 AM or PM Only 550.00	In-service and ½ days are an additional charge
IMS DAILY	75.00	72.00	65.00	60.00	

to help, as we are than willing to with your situation in stress. *TIME= Up to per day; PART than 5 hours per service days will regardless of unless and approved*

PAY ENT & ADDITIONAL FEES

In order to conserve paper, we do not send you a bill in the mail. You can view your bill in the ProCare app as well as make a payment in the app. You will need to enter a form of payment to start viewing your accounting, it will not charge your card until you assign it to charge it. If you need to pay your bill AFTER the 5th of the month, you will have to sign a written payment plan. The written plan will serve as notice for both parties so that there is no miscommunication. There is a fee of \$25 per month to help offset the administrative staff time it takes to accommodate these special arrangements.

We do charge for the following issues, but for new parents to our facility there is a 30-day grace period. We are not talking about the occasional “oops, I forgot my child’s blanket or their extra clothes.” This is for the parents who forget something every week! It is very time-consuming for staff to constantly make corrections to computer logs, and to do extra washing (not to mention extra use of soap, water, electricity and the wear and tear on machines).

Extra clothes	\$ 5.00 each time
Indoor Shoes	\$ 5.00 each time
Snow Gear	\$ 5.00 each item
Extra Blanket	\$5.00 for the week
Forgetting to sign in/out	\$5.00 for every entry
Bus Transportation Misconduct	\$50.00 per infraction (see transportation forms)

If your family cannot afford clothing, snow gear, etc. please stop by the office. In some cases, we can arrange to give your family whatever you need. Missing a payment after a signed payment agreement is in place; you will not be able to drop your child off until you are current.

If a child is 3 years old, but is NOT FULLY potty trained, (Fully potty-trained means: No accidents during the day, child can verbally tell caregivers they need to use the toilet, can wipe themselves and can get their own clothing up and down. An occasional nap time accident does not necessarily mean we will charge the higher rate.) It is our option to charge the higher rate of \$1148.00 per month until your child is fully potty trained. All children at IMS Express must be fully potty trained unless they are a special needs child. (A special needs child is classified “special needs” if: they have a valid IEP/ISP assessment or have physical disabilities which prevents them from fastening or unfastening their own clothing, are unable to wipe themselves or cannot get themselves on or off the toilet.) If your child has special needs, Imagination Station and

Imagination Station Express will make every effort to accommodate your child's individual requirements.

OTHER NOTES:

Parents needing their children ***in care over TEN hours*** in a day will be charged **the hourly rate after the 10th hour**, IF prior arrangements have been made. **With no prior arrangement, a late fee of \$5.00 per minute** will be assessed if your child is not picked by your prearranged time. If your family receives assistance from any of the state agencies, **you will need to call your case manager** and request that they pay for your overtime when it is work related. **Additionally, if you arrive to our building past our closing time of 5:30 pm, you will be assessed a fee of \$5.00 per minute. NO EXCEPTIONS AND NO EXCUSES!**

LEARNING BEGINS AT 9 AM AT BOTH CENTERS

Children arriving to our center after 9:00 am (when classes begin) are a disruption to the children who are already here and engaged in learning activities. If your child will not be attending for any period of time due to sickness or for other reasons, **PLEASE CALL US BEFORE 9:00 am** so we can plan for the day's meals, staff, and activities. After 9 am, we may take drop in children, let staff go home early or expand staff breaks. If you have not called to let us know your plans, you may be refused care for the day. It is the parent's responsibility to notify **THE OFFICE, NOT THE TEACHERS** of any schedule changes to ensure we have staff to cover the change in your schedule. Please do not text our staff, they shouldn't be using their phones in the classroom while attending to the needs of the children. **Sending a message in the ProCare app is the best way of communication. It goes to the teachers and the office staff.**

- If the center receives an NSF check from you, you will be responsible for any and all penalties charged to the center in connection with that check. The center requires cash payment to replace any type of returned payment (credit card, check, or auto-draft) plus an additional **\$35 fee** charged by our center.
- Prices include all meals, snacks, and beverages. Other items included are art materials, bottles (for infants), toothbrush with lid, tooth paste, furnishings, and holiday decorations. We may, on occasion, require parents to pay for extracurricular activities such as admission charges during field trips.
- Either the parent or the center may terminate care with a written thirty-day notice. If a parent chooses NOT to give the required thirty-day notice, you will still be charged for the full thirty-day period. If tuition is not paid in full within 15 days after your last day, your account will be turned over to Cornerstone Credit for collection & debarred from Alaska Family Services, 9 Star or CITC for non-payment.
- Past due accounts with no payment arrangement in place will be turned over to Cornerstone Credit for further action. This is for families who no longer attend Imagination Station. Your account will incur an additional 25% recovery fee. Those parents utilizing Daycare Assistance may be denied benefits at other centers until your account is cleared with us. You must get a termination of services from us. We will sign it if your account is clear, otherwise it will be signed with exceptions.

- If your work schedule changes you ***MUST*** let the office know. We have ratios to meet in every classroom every day. It may take us a day or two to move schedules to accommodate your child/children. This also includes those early morning “once in a while” office meetings. We keep a master calendar in the office for this reason.
- Refunds and prorating for closures and or quarantine will not be permitted.

SUPERVISION OF CHILDREN

Supervision of children in our facility will meet or exceed municipal requirements. The ratios are by age:

6 weeks through 12 months 1:4 or older if not walking

12 months through 18 months 1:5 if walking

19 months through 35 months 1:6

36 months through 5 years 1:10

6 years through 12 years 1:10

These ratios are met during inside and outside activities throughout the day. Field trips may be at a lower ratio depending on parent involvement and type of field trip. Express has 5 specialized activities permits to take the kids Swimming, Bounce Houses, Bike Riding, Sledding and Skating. We will cancel if we cannot meet a safe ratio. School age children have a little bit more freedom and responsibility than any other age group. We go by maturity of the school aged child, typically only 2nd grade and higher are allowed to travel between the 2 buildings unaccompanied. They must have prior permission before leaving their primary classroom.

DAYCARE ASSISTANCE: Enrollment or Daily Contracts

If you receive assistance with your bill, you need to understand that while we expect to get paid a certain percentage or specific amount from daycare assistance, it is still ***completely your responsibility*** to pay for whatever portion they do not pay. If we do not have a contract within 30 days you will need to make the payment in full until we receive a contract. If, at the end of the month (or whenever we actually receive the assistance payment) if they did not pay what we thought they would, the remaining balance will need to be paid by you. The balance will be transferred to your account. It is important that you continue to make your regular payments even when waiting for a new authorization. This is to make sure you stay current. When we receive the new contract and it is lower than expected we will credit your account, if it is more, you will be expected to pay the difference. It is not our responsibility to keep track of renewal dates for each family!

If you are on an “attendance or part-time” based contract, or if you pay for care by the day, you are still charged by us for days that we plan for you to be here. For example, if your child is normally in care Monday-Wednesday and you go on vacation or the child is sick for Monday and Tuesday, daycare assistance is NOT going to pay for those 2 days your child was not here. YOU will need to pay for those 2 days. This policy also holds true if you are not on daycare assistance but still pay for care by the day. If your authorization or payment is switched from full-time to part-time you will be responsible for the difference. Because we still have to pay for our facility and our staff, we must still charge you for those days your child was absent. Your account must be at a zero balance prior to leaving the facility. Debarment paperwork will be started if balances are not paid in full at the time of departure. Children/families can be expelled for nonpayment of tuition without notice.

PETS

Both centers have fish tanks, salt and fresh water. Saltwater tank is in Denali and freshwater tank is in the entry way of the IMS building. We currently have 2 Bearded Dragons, a Russian tortoise, and 2 miniature lion head rabbits. The rabbits are at IMS. The dragons and tortoise go between both buildings as they are very social and like to be where the kids are. We also have several fish tanks, both salt and freshwater, in both buildings. Imagination Station has had most of these animals for over several years now with no issues. We also have 2 sheltie dogs that are office pets who visit more than occasionally but not every single day. They are current on all their shots and are very friendly, especially with children. The dogs stay in the office, kids come in to see them as rewards for good behavior or just love dogs and know they are there. Most of our staff own pets so if your child is allergic, please let us know. They aren't in the classrooms, but the amount of dog hair could be a problem since we are around the kids and may carry it with us unintentionally.

We will do our best to inform parents in advance before adding any other animals to the center. **Again, it is the parents' responsibility to inform the management at this center if your child/children have any known allergies to food, textiles, animals, chemicals or pollen.**

DIAPERING & POTTY TRAINING

When toilet training your child, please provide us with at least 10 pairs of underwear and rubber training pants as well as several complete changes of clothes so we can ensure your child stays clean and dry. All children at our IMS Express location must be fully potty trained. *(See “additional fees” - page 8, for more information on potty training.)*

There will be a charge of **\$2.00** for any “house diaper” and **\$0.50** for any “house wipe” we use for your child after you are notified that we need them. **It has been our experience that children who use “Pull-Ups” take longer to potty train.** Because of this, we discourage their use. It is our belief that children who are put in underwear and rubber pants take less time to potty train due to the wetness they feel. Diapers and pull ups are designed to draw the moisture away from their skin. It is our policy however, to be consistent and supportive of the method you are using at home to train your child.

VIDEO AND T.V. APPLIES TO 3 AND UP ONLY

Viewing television/videos and video games in our center is limited to one hour per week. This will usually include educational programs such as Veggie Tales, Sesame Street, etc. Other age-appropriate movies and games (“G” rated) will be shown or played on occasion.

Older school-aged children may be permitted to watch movies rated “PG”. These children may also use computers and computer games more often than one hour a week. (School-age refers to children who have actually started school)

If you prefer that your child not view the program or if the child does not wish to participate, an alternative activity will be made available. We also have “Gameboy Fridays” for the school age children. However, this doesn’t mean children get to play on these devices all day! They will have access during their 1 hour of free time. In most cases children may get up to 20 minutes to play on their home device with a 30 min break before they can use the computers in the class for another 20 minutes, unless we have had a movie that week. This is the only time that portable electronic devices are allowed to be brought into the center. Imagination Station will do our best to keep your child’s equipment safe. However, Imagination Station and our staff are not responsible for loss or damage to your child’s electronic games, chargers or any other device brought into the facility. **Please put your child’s name on everything! We have Black/Silver sharpies available to label belongings.** For questions or clarification please stop by the office. The use of video games and viewing television/movies is considered a privilege and can be revoked if your child misuses it.

PARENT VISITS

Parents are **more than welcome** to drop by at any time for a visit and to check up on your child’s progress. Parental visits to the center are strongly encouraged. This center believes that the more involved the parents of the children in our care are, the stronger the bond will be between the parents, children and our staff as they age and mature.

If you would like to join us for lunch, please let us know by 10 am that morning. Parent volunteers are also an important part of our center’s home-like atmosphere. Volunteers must meet qualifications as specified by the Municipality’s Child Care Code. If you are interested, please let one of the staff know! See COVID 19 Mitigation plan on our website for visitation restrictions.

PERSONAL BELONGINGS AND SUPPLIES NEEDED

A complete change of clothing to include underwear and socks are to be available at the center at all times. This is in addition to the “Comfort Care Kits”.

Diapers and wipes (if the child is not potty trained). During “Potty training” please supply several outfits & plenty of underwear with rubber pants every day!

A blanket and/or stuffed toy from home often helps a child adjust to a new environment and we encourage you to bring one for **naptime** (please remember that your child’s blanket and pillow need to fit into their cubby). However, we do not allow other toys from home as they may be disruptive and get lost or broken. We assume no responsibility for lost or damaged items. We DO allow the children to bring items in for “Show and Share Day,” which is every Friday. (Toy firearms, knives and swords will not be accepted at any time or for any reason

LABEL EVERYTHING! WE HAVE SILVER AND BLACK MARKERS JUST ASK!!

CLOTHING SHOULD FIT THE SEASON

Clothing for outside play:

Winter: Heavy coat, snow pants, sweatshirt, waterproof mittens, hat and boots, and a pair of shoes, to be used for inside play. Boots cannot be worn inside for long periods of time. This also includes Rubber rain boots. Imagination has purchased mitten clips for all the children who go outside regularly to help with finding and preventing mittens/gloves being lost. Please make sure they stay in your child's coat or snowsuit.

Summer: Lightweight jacket or sweatshirt/hoodie, rain boots and a pair of shoes, (preferably tennis shoes) to be used for inside play. NO FLIP FLOPS, Shoes must strap on child's feet. We also strongly discourage open toed and "smooth bottomed" shoes.

Please dress your child in comfortable PLAY clothes, as some activities may be messy. Although we have smocks for painting, the paints or mud, sand, water etc. may soil and/or stain their clothing. Do not send your children to daycare in fancy, special or their best Sunday clothing! Imagination Station and Imagination Station Express or its staff are not responsible for lost clothing, toys, blankets or anything else you may bring into the center. We WILL, however, make every effort to get your child's belongings in their cubbies, provided they are labeled with your child's name. If you do not have a silver or black Sharpie, please stop by the office. We will gladly mark their belongings for you!

Fire Department regulations require that the children's shoes remain on their feet at all times (including naptime) in case of evacuation. PLEASE make sure that your child has INDOOR shoes in addition to any outdoor footwear you have provided. Children WILL NOT be allowed to wear outdoor boots inside the building for extended periods of time. This includes rubber break-up boots. Parents will be asked to return to the center with the appropriate footwear or be charged an additional fee for use of the center's footwear.

OUTDOOR PLAY

Outside play will be offered twice a day for toddlers and pre-school aged children, as weather permits. Children will be provided with a minimum of 20 minutes of vigorous physical activity indoors or outdoors, for every 3 hours the facility is open. Infants' tolerance is different than older children so they will be provided with supervised outdoor activity twice daily when weather and the individual child's tolerance permit. They will receive fresh air several times a day.

Inside activities will be substituted for children when the temperature is too cold for toddlers or pre-school aged children. School aged kids can go out up to -10. When weather is too severe for outside play due to wind chill factors, heavy snow, unsafe conditions (icy/heavy rain, poor air quality or the occasional moose), children are given vigorous indoor activities instead of outside time.

Children who are well enough to be in care are presumed well enough to play outside. All children will go outside unless staff has been notified with a written excuse from a physician for the day (on staff availability only). The child/children who need to stay inside will be supervised at an alternate choice of games and activities.

FIELD TRIPS AND WALKS

Field trips and walks away from the center will be planned for children over the age of 3 years to area parks, zoos and other facilities, both indoors and outdoors. Prior to any child leaving the premises, a consent form must be signed by at least one of the parents or legal guardians.

There will be separate forms for each outing. Primarily, we will use our bus to transport children and chaperones, in which case, car seats are not necessary. We carry full coverage insurance on all Imagination Station Express vehicles. On rare occasions, we may also use parent volunteers as drivers. If we use parents' vehicles, transportation will only be allowed when there are enough seat belts and parent volunteers to safely travel, and your child's car seat has been left at the center for his/her use. No child will be allowed to attend the outing without an age-appropriate child safety seat. This only applies when using private vehicles. For more information see bulletin board at the main entrance.

BIRTHDAYS

We celebrate all birthdays during afternoon snack time. Parents may provide a treat for their child's class provided they check with staff regarding allergy issues within that class (i.e., peanuts, soy, strawberries, etc.) The teacher will add special stories, songs and games to make the day a special one for your child.

CHILD ABUSE AND/OR NEGLECT

Alaska State Statutes and Anchorage Child Care Center regulations require that all licensed childcare providers report ALL incidents of suspected or actual abuse or neglect of children regardless of whether they occur in or are related to the facility. This also includes children who are not properly restrained in an age-appropriate restraint (i.e. car seats or seatbelts). This facility is therefore obligated by law to report such incidents within 24 hours to the Office of Children's Services. Their phone number is 269-4000. Centers are also required to notify the Municipal Child Care Licensing office of incidents which alleged a child was abused or neglected when the center is responsible for that child. The Municipal Child Care Licensing office number is 343-4758.

INVESTIGATION OF COMPLAINTS

The Anchorage Health Department is the agency mandated by State Law to regulate childcare facilities. This agency therefore supervises, monitors, and investigates complaints involving childcare centers in the Anchorage area. This office is located at 825 L. Street, 3rd floor and the phone number is 343-4758. You may view our inspection history at

<http://hhs.muni.org/cac/SelectInspection.aspx?id=81> Imagination Station

<http://hhs.muni.org/cac/SelectInspection.aspx?id=474> Imagination Station Express

DISCIPLINE AND BEHAVIOR MANAGEMENT

SUSPENSION AND EXPULSION POLICY

The staff at Imagination Station and Imagination Station Express will always try redirection and praise on a child to try to solve a behavioral problem before it begins. Consistent redirection, teaching them how to make good choices, understanding the natural consequences when we are not making good choices, and talking with the child will be applied first and foremost. If these tactics are unsuccessful, then time-out will be administered according to the child's age and will usually run 1 min. per age of the child. No child will ever be in time out for more than five minutes. Our center does not use corporal punishment. Spanking, slapping or striking in anyway by staff is strictly prohibited. Parents who want to spank their child must do so behind closed doors and out of the sight or sound of other children. **You must also clock your child out of our attendance computer before doing so.**

In the rare event that all other methods of discipline have been exhausted, or the child is a danger to him/herself or anyone else, you will be called to speak with your child. If we still can't get your child calmed down and able to continue their day you may be asked to come to the center to discipline your child in a manner you feel appropriate for the situation. If the problem becomes consistent, you may be asked to enlist professionals, such as your pediatrician, Alaska In or Denali Family Services. It is always our goal to meet the needs of ALL the children in our care. On rare occasions we may have other options for behavioral issues.

They are: Suspension of the child for the day.

Suspension is the temporary removal of a child from the program/classroom for unwanted behaviors. This could be sending a child home early or removing the child from his/her classroom for more than ten minutes. We understand that it may take longer for some children to calm their bodies, this will be taken into account. Together we would come up with a written plan to provide an individualized social & emotional intervention support plan that will work for all of us. In an extreme case we may have no other choice but to expel the child from our center. Expulsion is the permanent removal of a child from a program for unwanted behaviors. Please understand this is rare for our center and will only be used if Imagination Station sees no other choice, and every other option has been exhausted! This would only happen if there were many conversations with the parents. This would not be a surprise to anyone. Parents are strongly encouraged to help us figure out how to best meet the needs of your family. Children/families can also be Expelled for non-payment of their tuition.

We have written resources and maintain on staff several highly trained people who can help families who find themselves in need of more information regarding the relationships between parents and children. If you'd like some suggestions for reading materials or other tactics that can help fill your specific needs, please let De or Shauna know. We'd be happy to help your family be successful in any way possible.

STAFF SUBSTITUTIONS AND VOLUNTEERS

Before starting employment with Imagination Station or Imagination Station Express employees and substitutes must obtain fingerprinting and be approved through the State of Alaska prior to their first day of work. We do appreciate parents and other volunteers. If you are interested, please see De or Shauna for the necessary requirements. In the event that an emergency fill-in/substitute is needed a person meeting the necessary requirements will fill that need, we usually use office staff first. Volunteers will need to fill out an application, and we will call 3 references who can attest to your good character, we may also check the Alaska Court System and Alaska Sex Offenders list, you may be asked to supply additional documentation on an as needed basis. We also feel that our parents and the children we care for need to be assured that our staff is free from drugs and alcohol. At any time after hire, we may do random drug screening and inform employees that their continued employment is based on the ability to pass this testing.

ILLNESS AND ACCIDENTS

If a child becomes ill while in care, the parent will be called and asked to come and pick up the child within one hour of the initial phone call. (i.e.: vomiting, fever or other strong symptoms, for clarification of “Symptoms of Exclusion” please see the bulletin board to the left of the main entrance.) If you are not available, the next person on your emergency card will be called. It is the parents’ responsibility to keep your emergency cards updated. The child will be kept under supervision, quiet and resting until the parent arrives. Children who are ill upon arrival will not be allowed to stay. It is the center’s discretion as to whether a child is too sick to remain in care. The child may return to the center after all symptoms of illness have gone. Any child reported with any communicable condition (pink eye, strep throat, lice and so on) may return only with documentation from a licensed physician that it is safe for the child to return. If your child has anything contagious, please let the office know so we can post a notice.

In the event of a serious accident or injury, the parent will be notified immediately. If the parent is unreachable, the emergency contact name will be called. Parents are required to leave the phone number of places other than their work or home if they plan to be elsewhere. Parents are required to update any information such as a change of workplace, address or phone numbers as often as needed! Parents will also need to sign a medical release form in case of a serious emergency (found on the back of the ER card). In such an event, we will call 911. We will not attempt to transport the children ourselves. The child will be transported in an ambulance to the closest hospital, unless another hospital has been designated by the parent on the emergency card. **Minor injuries such as bumps, bruises, scratches and/or bites will be reported to you via the ProCare app and in most cases, a picture will be attached to the accident report.**

This facility requires written parental permission and instructions before administering any and all medications, including over the counter, naturopathic remedies, vitamins and mineral supplements. Any over the counter medications must have a dosage by age or weight on the bottle that match your child’s age and/or weight.

All prescription medications must have a label with the child’s name, prescribing person’s name, dosage and the name of the medication. Upon expiration of the written permission slip, the parent must remove the medication from the center, or it must be discarded by the facility. Any child who requires an inhaler or EPI pen **is** required to have one here at the center at all times even when it is only used “occasionally”. All medications will be stored in the child’s room (Cubbies where appropriate) and given as close to the times as possible stated on the medication form signed by the parent or according to the prescription on the bottle.

TOPICAL PRODUCT FORM

We have a form that is listed here for your convenience and to help you understand that form.

I authorize the use of the following items as preventative care for my child by the staff at Imagination Station: sunscreens (Baby Banana Boat or Coppertone), toothpaste (under 3 Oral B baby stages fluoride free), insect repellent (Repel DEET free), hydrogen peroxide, Neosporin, Bag Balm, baking soda, Benadryl bite stick (a generic brand may be used at times)

or Vaseline or a generic brand. We also may use coconut oil or DoTerra essential oils. Currently we use Breathe or On Guard in the diffusers. We also may use Lemon, Orange, Lavender, Grapefruit and Tangerine. If you use oils and make diaper creams or anything else, please label it with the ingredients and your child's name.

*I will indicate on this form any personal preference or known allergies to the "over the counter" items noted above.

*When personal preferences are noted below, parents are required to supply Imagination Station with the specific product type listed and label it with the child's name.

*This form will remain in effect until revised or revoked by the parent.

DISCLOSURE OF INFORMATION

No information of any kind will be released to any other party without the express written permission from the parent/legal guardian or by court order. The Anchorage Health Department or their representatives and the Office of Children's Services also have access to any children's file.

NO SMOKING

Both Imagination Station and Express prohibit smoking in or around our buildings, play yard, or anywhere on our property. Smoking of any material shall be done no less than 100 feet from any door or window of our facility. Child care personnel may not smoke while responsible for the care of children, and they may not expose children to second-hand smoke. We ask that all cigarette butts be left in your car and not in our parking lot. If you find that you need to empty your ash tray or trash, please use our dumpster! ***Please understand that we take this very seriously and will terminate childcare for repeat offenders!***

SPITTING

Because of the number of parents who feel it necessary to spit on our property, we now have to include this in our handbook. The children in our care use sidewalk chalk, play hopscotch and use the sidewalks and parking lots for various activities. **PLEASE DO NOT SPIT ANYWHERE ON OUR PROPERTY. It is extremely unsanitary. This also includes "Chewing Tobacco."** ***Please understand that we take this very seriously and will terminate childcare for repeat offenders!***

CELL PHONES

Due to difficulties with being able to communicate with parents, we ask that you finish ALL cell phone calls before proceeding to pick up or drop off your child. THIS INCLUDES TEXTING! Our caregivers usually have a small amount of time (as they are watching kids) to fill you in on your child's day. They need to have your full attention so that they can brief you as quickly and completely as possible. We have instructed our caregivers not to release children to anyone who is using their cell phone.

CONSENT TO VIDEO RECORD

We have cameras in all areas. By entering the buildings, you are giving consent to be recorded visually and/or by audio recording.

PARKING

Parents may park in any space in the front or on either side of the building with the exception of the handicap area which includes the ramp, loading area and the space directly to the left of the ramp (clearly marked). **Handicap parking is allowed with a state approved placard or plates, belonging to a child or individual entering or exiting the vehicle (see state law below).** We have several children and adults who need that area to access our building, so please do not park there for any reason, not even for a quick drop-off or pickup. **Please understand that we take this very seriously and will terminate childcare for repeat offenders.** If you have any questions or concerns about this, please stop by the office so that we can discuss this with you further.

Excerpt from DMV form 861

*State law requires that the authorized holder (disabled individual) must enter or exit the vehicle when parking in a space reserved for individuals who experience a disability. In other words, if you experience a disability and have been issued a placard or plates you may not park in a reserved parking space and stay in the vehicle while another person runs an errand. Furthermore, using a placard or plate that was **issued to another person** could result in a fine of up to \$500.00. **Loaning a placard to another person can result in your privileges being revoked.***

POISONOUS PLANTS WITHIN THE CENTER

We would like to inform every parent that we have potentially poisonous plants in our center. These plants have been a part of our centers for a very long time without any problems. The plants "Pathos" which are located in IMS at the front by the fish tank. The other plants are outside in the garden areas over at Express and include tomato plants, rhubarb and in the spring, Daffodils and Tulips. The green leaves or bulbs of these plants are what is considered mildly poisonous to humans if ingested. During the holidays we do also have Poinsettias around both centers. Plants are out of the reach of children. Fallen leaves of any indoor plants are removed immediately. We also have a "Safety Plan for Poisonous Plants" on file with child care licensing. If you have any questions, please don't hesitate to ask the office. We will be happy to discuss your concerns.

REGISTRATION PACKET CHECK LIST

- Completed and filled out Child Registration Packet
- Confidential Income Statement and The OMER report (children's schedule)
- Emergency Card (with a minimum of 2 ER contacts other than yourself)
- The Back Page of our Handbook, dated and signed by both responsible parents/guardians.
- Immunization records (must be presented on the first day of care.)
- A current well child check or physical within the past 12 months,
- Diapers and Wipes if needed
- A few complete changes of clothes including socks
- Tennis Shoes for indoor and or outdoor use
- A blanket & small pillow (children over 1) for nap time
- Comfort Care Kit (will have to be updated as your child grows)
- Appropriate outdoor gear according to the season
- Snow pants, warm winter coat, waterproof gloves or mittens, warm hat and boots
- Please make sure to ask the office if you have any questions about what you will need when your child starts.
- Appropriate outdoor shoes for warm weather (please no flip flops) a lightweight jacket and a pair of rain boots for spring breakup.
- IEP/ISP if your child needs one
- Allergy paperwork, inhaler, EPI PEN

NOTIFICATION OF CHANGE

Any rate or policy change will be posted on the thirty (30) days in advance of implementation of the changes. It is the parent's responsibility to read any notes posted, we do not have the staff to notify parents individually of every change. Imagination Station will do our best to make sure these changes are clearly labeled and noticeable to anyone entering the building. This board is located by the front doors of both buildings.

When there are any unexpected changes, such as closures or emergencies please go to our Facebook page <https://www.facebook.com/ImaginationStationELCAnchorage/>. We also now have an app for parents for even faster response. New clients will receive an invitation to join, it is called PROCARE. You need to join. It is a two-way communication, we can add pictures, daily reports, needs of your child, curriculum, special activities. We can also communicate during emergencies.

If you DO NOT HAVE FACEBOOK, please let the office know as soon as possible. We will do our best to notify parents through PROCARE first then FACEBOOK. We will notify parents that do not have Facebook through texting. It is the parent's responsibility to keep their cell numbers updated.



Municipality of Anchorage Child Care Licensing Program



PARENTS' GUIDE TO LICENSING CHILD CARE

This form is required to be included in a child care facility's policy and must be provided to parents at enrollment.

◆ **Choosing care for your child is a significant decision.**

When you entrust the care of your child to another person, you are making an important decision. Visit, ask questions, and carefully compare several programs. Licensed care includes child care homes and centers. Your choice depends on what you want and need for your child.

◆ **Licensing is a key to quality child care.**

Licensing promotes good care by setting basic health and safety standards. Before a home or center is granted a child care license, it must meet minimum regulatory standards such as: health, safety, and program requirements. Child Care Licensing Specialists from the Child Care Licensing Program conducts on-site inspections at a facility to monitor regulatory compliance and to investigate reports of concern. The goal of licensing is to prevent predictable risks of harm to children; however, licensing cannot guarantee that a facility meets all requirements at all times.

◆ **An informed parent is a key to quality child care.**

Parents are responsible for choosing and monitoring their child's care. Licensors generally visit a minimum of twice a year, but you visit each time you take your child. Visit unexpectedly sometimes or in the middle of the day. Keep an eye on the quality of care. What do you see when you visit? Is the environment safe? Are caregivers knowledgeable, nurturing, and communicating with you about your child's daily care and needs? How many children are present, are there enough caregivers? Are activities appropriate? Watch how your child responds to the program and interacts with caregivers. Listen to what your child says and pay attention to changes in their behavior. It's ultimately a parent's decision to choose a facility which meets their family's needs and their standards for health, safety, and quality.

◆ **What to do if you have questions or concerns about the care your child is receiving:**

First discuss with your caregiver or the facility's Administrator or Child Care Associate if you have any concerns, observe any health or safety issues, or feel the facility's program needs improvement. If you are still concerned, believe children may be in danger, or feel a licensing standard has been violated, **contact the Child Care Licensing Program at 907-343-4758** or via email at HHSCCL@muni.org.

CHILD-TO-CAREGIVER REQUIREMENTS FOR LICENSED CHILD CARE FACILITIES

CHILD CARE HOMES

- 1 caregiver required; must be at least 21 years of age
- No more than 5 children younger than 13 years of age, including the caregiver's own children, without fire safety approval
- No more than 8 children total younger than 13 years of age, including the caregiver's own children, with fire safety approval
- No more than 3 children under the age of 30 months
- No more than 2 children may be non-ambulatory
- No more than 5 children, including the caregiver's own children under the age of 18 years, are allowed in nighttime care between the hours of 10:00 p.m. and 6:00 a.m., with fire safety approval

CHILD CARE CENTERS

- Administrator and/or Child Care Associates must be at least 21 years of age
- 9 or more children in care, with fire safety approval

The number of caregivers, who are at least 18 years of age, need to meet child-to-caregiver ratios:

- 1 caregiver for every 4 young infants (birth through 11 months)
- 1 caregiver for every 5 older infants (12 months through 18 months)
- 1 caregiver for every 6 toddlers (19 months through 35 months)
- 1 caregiver for every 10 preschool children (3 to 4 year olds)
- 1 caregiver for every 10 kindergarten children (5 to 6 year olds)
- 1 caregiver for every 10 school age children (7 through 12 year olds)

See AMC 16.55.170 for allowable maximum group sizes in a center

CHILD CARE FACILITIES MUST MEET THE FOLLOWING REQUIREMENTS TO BE LICENSED

TO BE LICENSED

- Required to apply for a Provisional or Biennial License
- Must meet all licensing standards and requirements
- Must be in compliance with all licensing regulations
- Must allow the Child Care Licensing (CCL) program access to inspect the facility and premises to ensure licensing compliance and to investigate complaints
- All staff/household members must have valid criminal history check from the State of Alaska Background Check Program
- All caregivers must meet the licensing early child development training requirements

OBTAIN FROM PARENTS

- Child's immunization records or an approved exemption form
- Child emergency information
 - must be updated by parent when changes occur or at least semi-annually
- Permission for:
 - medication administration
 - transportation
 - field trip participation
- A plan of care for a child identified with a special need

PROGRAM REQUIREMENTS

- Must promote children's healthy development
- Must include quiet and active, group and individual, indoor and outdoor activities
- Must include minimum of 20 minutes of vigorous physical activity for every 3 hours in care
- Must prohibit screen time viewing including T.V., computers and hand-held devices for children under two years of age
- Must ensure screen time viewing for children two years and over is limited to 1 hour in a 24-hour period except for special occasions
- Must have a specialization approved by CCL to provide nighttime care or allow children to participate in a moderate risk activity

SUPERVISION

- Ensure children are always supervised by an adult caregiver
- Ensure children receive age appropriate supervision
- Ensure a child's whereabouts are known at all times while in care
- Ensure child-to-caregiver ratios are always met

SAFETY

- Must meet CCL and fire safety standards
- Must have an emergency evacuation plan, train staff, and document monthly evacuation drills
- Ensure water temperature is between 100 and 120 degrees Fahrenheit
- Ensure firearms and ammunition are stored properly away from children. Note: firearms and ammunition are prohibited in a child care center.
- Ensure the facility is free of hazards inside and outside
- Ensure electric outlets accessible to children under age 5, have child protective outlet covers

BEHAVIOR GUIDANCE

- Must be positive and never cruel, humiliating, or damaging to the child
- Must set realistic expectations and clear and consistent limits
- Must not be disciplined or punished related to eating, napping, or toileting
- Ensure if time-outs are used they are age appropriate and a child is never removed from other children for more than 10 minutes
- Ensure corporal punishment of children is prohibited. Note: corporal punishment means "the infliction of bodily pain as a penalty for a disapproved behavior. It includes shaking, spanking, delivering a blow with a part of the body or an object, slapping, punching, pulling or any other action that seeks to induce pain.

HEALTH

- Ensure the facility meets cleaning and sanitation standards
- Ensure meals and snacks are nutritious and follow Alaska Food Program standards
- Ensure sanitary practices are used for food preparation and handling
- Must notify parents if their child is exposed to a contagious or communicable disease
- Ensure a medical provider approves attendance before admitting a seriously ill child
- Ensure drinking water is safe
- Ensure facility is smoke free
- Ensure there is always a caregiver with CPR and first aid certification present
- Ensure medicine and toxic materials are labeled and stored safely out of reach
- Ensure medicine is only administered with parent permission
- Ensure a caregiver's own child and all children in care are treated equitably

EQUIPMENT AND SUPPLIES

- Ensure furniture and equipment are safe and durable
- Ensure there is an adequate and varied amount of age appropriate toys and books available for children in care
- Ensure children have storage space for their belongings
- Ensure children under age 5 have a cot/mat/bed and bedding that is clean and sanitary for resting
- Ensure infants sleep on their backs in an approved crib free from materials and blankets that could increase the risk of suffocation.

SPACE

- Must have indoor and outdoor space to accommodate the physical and developmental needs of children in care:
 - 35 square feet of usable indoor space per child
 - 75 square feet of usable outdoor space per child

PROCARE APP

We have an app for parents for even faster response. It is called PROCARE. New clients will receive an emailed invitation to join, it only allows for the two primary guardians at this time. The app is our preferred form of communication. Because it is a two-way communication, we can add pictures, daily reports, needs of your child, curriculum and special activities. This includes closures, covid updates, accident reports, infant and toddler daily reports, field trip reminders and parent staff communication. It is also how parents will clock in/out your children. You can also pay your bill via the app, upload documents such as shot records, well child checks and covid results. We can also communicate during emergencies.

You will need to turn on location services on your phone while using the app it. This will allow you to clock your child in/out it is based on location.

Allowing access to photos when using the app will allow you to upload pictures and documents to the app. If you upload anything, please be sure to send us a message letting us know. The app does not notify us that documents have been uploaded at this time. All other emergency contacts and pickups will receive a PIN and will scan a QR code to clock your child in and out. They will not receive any of the other information that comes through the app. They do not need to download anything; they just scan the code when they enter the building and use their PIN. Any of the staff can look up their PIN, but they will need to show ID to verify who they are. Please do not share PINs. Each person needs to have their own.

To conserve paper, we do not send you a bill in the mail. You can view your bill in the ProCare app as well as make payment in the app. You will need to enter a form of payment to start viewing your accounting, it will not charge your card until you assign it to charge it.

Please make sure your notifications are turned on for the app, this is our primary form of communication. It goes between all staff and parents. If you need assistance or a walk-through of how to use the app please let us know.

PARENTS: Please sign and date this page
and return it to the center for your child's file.

PARENT SIGN OFF - 25

I have received, read and understand the parent policy brochure.
for Imagination Station and/or Imagination Station Express and agree to comply with all that is contained therein. I
further understand that these rules also apply to any person that I designate to pick up/drop-off my children and that I am
responsible for informing them of these rules. **I understand that updates to these policies will be sent via the ProCare app
and/or posted on our website. A message may be sent in the app directing you to our website to read the updates.**

I also understand that non-compliance with any of Imagination Station's written policies is grounds for immediate
termination of service and can be followed by legal action if necessary. I further understand that should my account
become delinquent by more than 30 days my account will be turned over to Cornerstone Credit for collection. Families
on assistance whose bills are not paid in full will be turned over for debarment with the appropriate agency of record.
Refunds and/or prorating for vacations, closures, illnesses including covid and or quarantine will not be permitted.

NAME OF CHILD(REN): _____

(Include all children enrolled at either site)

(Both parents must read and sign the handbook)

MOM/GUARDIAN'S PRINTED NAME: _____

MOM/GUARDIAN'S SIGNATURE: _____

S.S.N. _____ - _____ - _____ Driver's License Number _____

DAD/GUARDIAN'S PRINTED NAME: _____

DAD/GUARDIAN'S SIGNATURE: _____

S.S.N. _____ - _____ - _____ Driver's License Number _____

I am aware that there is a 30-day notice to remove my child from care.

Date: _____

Imagination Station Staff Signature: _____ **(Policies revised 11/18/25)**