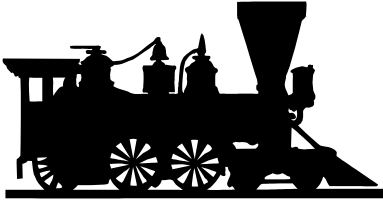


PARENT HANDBOOK



**Imagination Station Preschool and Childcare Center
7 South Marin Street
Willits, CA 95490
707-459-6543**

Our goal is to provide quality childcare within a developmentally appropriate learning environment. Our program is open to all members of the general public. We operate as a non-profit organization. Our purpose is to provide quality care so that parents can maintain employment within the community. Your suggestions and contributions are always welcome.

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I. **OUR CENTER**

Program Philosophy Statement: Imagination Station Preschool and Childcare Center strives to provide a safe, healthy, and nurturing environment. We strongly believe in the standards and objectives set forth by the N.A.E.YC. We will offer children curriculum choices that allow them to grow and discover through play. Our philosophy is designed to enhance the whole child in a positive atmosphere of warmth and caring. Our goal is to work closely with parents and guardians to meet the social, emotional, physical, and emotional needs of each unique child.

Children learn through their daily experiences and routines. We believe in presenting children with options. Children are taught how to make good choices. We provide the tools for good decision-making. It's the child's responsibility to make good choices and accept positive or negative outcomes.

We will provide ways for the child to express him or herself. Children are exposed to music, movement, art, science, reading, dramatic play, life skills, blocks, outdoor play, and manipulative experiences. Themes are planned around the interest of each group of new children. A daily routine helps to provide a familiar flow to each day. We balance active and quiet play with child and teacher directed activities within various types of learning settings.

Building social skills is an important part of our curriculum. We teach social manners. We encourage children to build friendships and give them tools to assist them in these early opportunities. We strive to achieve all these goals through a partnership of child, parent, school, community, regulatory agencies, and center staff.

II. ENROLLMENT & FINANCIAL INFORMATION

ADMISSION:

Admission at Imagination Station Preschool and Childcare Center is an ongoing process. We accept applications year round. Acceptance into our program is only limited to children 24 months of age thru entry into 1st grade for sessions prior to 4:30 during the regular school year. We offer an alternative daycare program for children up to 9 years of age during summer and public school holidays. We also have a drop-in program. Space, availability, and completion of all necessary paperwork is a requirement. We can only accept up to 12 school aged children. They will have a separate teacher than the preschool program. Pre-registration is required for after school children. We do not discriminate based on sex or race. Care is provided on a priority basis to meet full time childcare needs. Part-time care may be available for no less than 3 days per week. Waiting lists are routinely updated, checked, and revised to assist parents in placement of child/children.

ADMISSION REQUIREMENTS:

1. Interview/Tour with Director or designated person in charge
2. Completed application packet
3. Completed and current Physicians Report
4. Parent Tuition Contract signed & on file
5. First month of tuition payment is received in advance of services

An **on-site orientation visit** is mandatory for both parent/guardian and child prior to enrollment. The length of the visit may vary depending upon the needs of the child and time restraints of the parent/guardian. The Director may be contacted to schedule a time that is best for all parties.

HOURS OF OPERATION:

The center will be open from 8:00 am to 6:00 pm, Monday through Friday for childcare. We are a year round center and do not close for the summer break. Preschool sessions are Monday through Friday from 8:30 am to noon and 1:30 pm to 4:30 pm. We offer a cost free lunch time period for children attending the morning preschool session. Lunch is from 12:00 to 12:30.

HOLIDAYS:

The center will be closed on the following days in 2011

May 30th, (Monday) Memorial Day

July 4th, (Monday) 4th of July

September 5th (Monday) Labor Day

October 31st, (Monday) Halloween *close early at 3:00 p.m

November 24th & 25th, (Thursday & Friday) Thanksgiving

December 23rd, (Friday) closing early at 3:00 for Winter Holiday

December 26^h, (Monday) Closed in observance of Winter Holiday

EXTENDED HOURS CARE:

On occasion, should you require care beyond 6:00 please contact the Director to see if arrangements can be made to accommodate your needs.

TUITION, FEES, & GENERAL INFO.

DELINQUENT ACCOUNTS: Imagination Station Preschool and Childcare Center's goal is to have an open and positive relationship with each family. We understand that family finances may change or be stretched from time to time making it difficult to pay your childcare bill. We ask parents/guardians to discuss these matters with the Director.

PAYMENTS: An INBOX is located near the check-in table. Please drop your payments into it. Make checks payable to: Imagination Station Preschool. Someone is usually in the office daily to receive your payments as well. A receipt will be placed in your copy by the next morning for payments dropped in the INBOX. You may also put important documents in the INBOX slot.

NAP/REST TIME: Full day children have a rest time after lunch. If a child does not sleep, he/she needs to rest their body and mind. Children may bring their own pillow and blanket. We provide a cot and sheet. The children must rest quietly on their cots for 30 minutes, after which time, if he/she is awake, he/she is offered quiet activities until the remaining children are awake. We prefer to allow children to wake up on their own. However, we will wake children after 1 hour because we need to move on to other center activities.

FIELD TRIPS: From time to time parents will be asked to contribute funds towards an outing, field trip, special event, or organized group activity. Volunteers may be asked to transport their child only. Volunteers cannot transport any child besides their own.

CONTRACT AGREEMENTS: You will be required to sign a Childcare Service Contract Agreement. If it is not attached to your Parent Handbook please ask a staff member to find one.

1. **Contract Period** Each contract period is from January 1st to December 31st. The contracts are reviewed every fall, and will inform parents in advance of tuition and other relevant changes that may take place.
2. **Childcare Schedule** You are contracting for a childcare space in our center. Staffing patterns are determined by the schedules contracted by you in compliance with California Department of Social Services, Community Care Licensing Division regulations. Therefore, you must adhere to the contracted schedule selected. No variance is permitted unless cleared by the Director in advance. We expect you to call in any delays or absences if your child is normally expected at the center, but will not be attending.
3. **Registration Fee** There is not Registration fee.

4. **Tuition fee** Tuition fees are due on or before the 5th of every month. Fee statements will be in your child's cubby by the last day of each month.
5. **Late Payment Fee** A late payment fee of \$15.00 will be charged if payment is not received by the close of business of the 6th day of the month. No child may attend after the 10th day of the month until all fees have been paid.
6. **NSF FEE** You will be charged a \$30.00 fee for any check returned to us for Non-Sufficient Funds.
7. **Late Pick-up Fee** The Center is licensed to open at 8:00 am and to close at 5:30 pm. please pick up your child/children promptly. A late fee of \$15.00 for pickup 15 minutes after the contracted time, and \$10.00 for every 5 minutes after. Late fees will be added to your next Fee Statement, and it will be your responsibility to pay the late fee. If you anticipate that you will be late, please call the center to inform our staff.
8. **Holding Fee** A \$100.00 holding fee is required if you would like to withdraw your child/ren from the program and wish to reserve your spot for a later date (i.e during summer vacation).
9. **Unpaid Balances** Any special arrangements for payments must be made in advance with the Director. Absent of any special arrangements, children of those parents with more than one month will be subject to withdrawal from the program until their account is current.
10. **Delinquent Accounts** Delinquent accounts are subject to a continued late fee charge of \$15.00 every month until tuition is paid. If payment agreements are not fulfilled and delinquency notices go unanswered, the center will seek legal restitution. A delinquent account will be given to a credit-reporting agency. Parents/Guardians are responsible for any fees incurred from the agency as well as the amount of the delinquent payment.
11. **Subsidized Families** Subsidized Parents/Guardians are responsible for payment of their fees every month. A \$15.00 late fee will be applied if payment is not received in a timely manner.
12. **Subsidized Attendance Requirements** If your child is not at the center, you will be responsible for paying the amount of subsidization is not obligated to pay.
13. **Sibling Discount** There is a 20% reduction in tuition on the lower paying childcare fee for families who have more than one child enrolled at the center.
14. **Closures** There is no reduction in Tuition for holiday closures or minimum days listed. These days are already figured into the tuition rate scale.
15. **Withdrawal Policy** Two weeks written notice must be given to the center prior to your child's last day of attendance. Please be aware that you are responsible for payment of services until the withdrawal date.
16. **Future Contract Changes** The Director will review future changes to the CA State Market Rates as they become available, and increase Tuition Rates as deemed necessary at the time. Parents will be required to sign a contract agreement should Imagination Station Center make any changes to current tuition

and fee rates. A notice of at least 30 days will be given prior to any contract changes.

III. CHILDREN'S PROGRAMS

Daily Schedule:

8:00 – 9:30	Arrival/Free choice Activities
9:30 – 10:00	Circle Time
10:00 – 10:15	Snack
10:15 – 10:35	Music Movement Activities
10:35 – 11:15	Outdoor Activities
11:15 – 12:00	Small Group Activities

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Departure for preschool & half day only at 12:00

12:00 -12:30	Lunch & Clean-up
12:30 -1:00	Rest Time
1:00 – 2:30	Free choice Activity centers
2:30 - 3:00	Group Activity (Art, Language, Science)
3:00 – 3:15	Snack
3:15 – 3:45	Circle Time
3:45-4:10	Music Movement/ Puppet play
4:10 – 6:00	Outdoor or indoor gym free play

Transportation: Imagination Station Center does not provide transportation for it's attending children. Parents/Guardians are responsible. Parents are responsible for providing transportation for any field trips that may need transportation. Parents may not drive any student other than their own.

Classroom Management: The Teachers provide a warm, nurturing environment for each child and guidance to teaching assistants. All staff is involved in professional development to enhance “best practice” quality care and remain sensitive to each child’s needs. Our philosophy is to foster positive self-esteem throughout the center in order to encourage children to feel good about themselves, their classmates and their caregivers.

Discipline Policy: Discipline is to guide and teach, and help the child develop the internal controls to behave appropriately. Our staff uses positive behavior management techniques to help children understand adult expectations for behavior, to anticipate possible conflict situations and to intervene in a timely manner to prevent problems from occurring or escalating. Teachers circulate and strategically place themselves within full view of the room and outdoor areas. We use techniques of humor, imagination, redirection, and consistency to assist the children in developing self-control. Staff does not use corporal punishment or frightening methods of control. Nor isolation, humiliate, or withhold food or sleep as a punishment. Emphasis is placed on teaching “cooling off” time-out when a child is in danger of hurting him/herself or others. This brief period is intended as a time for the child to regain his/her self-control in order to better communicate and listen to the needs of all involved. When necessary, a parent-teacher conference will be requested to employ future strategies for all involved. The center reserves the right to withdraw any child who endangers the welfare of the children, staff, or program.

Parent misconduct: Imagination Station has the right to terminate services for care to a family if a parent or guardian puts any of the staff or children’s safety at risk. Imagination Station reserves the right to terminate services without notice if safety is a factor. This could include: loud arguments at the center, use of inappropriate language in the center, or misconduct of an adult with a child while in the center. It is our policy to ensure that both staff and children feel safe at all times. Please feel free to contact the Director with you any concerns you may have so that all potential problems can be resolved with positive communication.

Toileting: The bathroom is always open to the children. Special attention is given to toileting during transition times such as: going outside, before and after meals, rest time,

etc. Children learn to respect each other's privacy and help model for others who may be learning to use the toilet. Self help skills and proper hygiene is emphasized. Children are encouraged to clean themselves, and never made to feel "bad" about accidents. Teachers assist the child in clean up and employing future strategies to master toileting skills. The bathroom is disinfected several times a day. Proper sanitation procedures are followed at all times.

Reflecting Diversity and Respecting Differences: Our program strives to reflect diversity and respect the differences of all individual and families. We may have families with varying parenting styles, values, and beliefs other than our own or your family. Imagination Station Center has daily opportunities for children to explore diversity through the curriculum, books, and music, learning area, dramatic play, props, etc. Our center employs and serves staff, children, and families of varying needs, mental and physical capabilities. Some children may receive on-sight services for their varying abilities through various support agencies.

