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Welcome to Imagination Explorers Early Learning Discovery! We understand that play is the work of childhood, and that through play, children develop important life skills such as problem-solving, creativity, and social interaction. Our well-equipped classrooms and outdoor play areas provide opportunities for children to engage in a variety of activities that stimulate their imaginations and encourage them to explore the world around them. Imagination Explorers is all inclusive, welcomes and accepts all children with disabilities, special needs, and special healthcare needs. We are excited that you have chosen to be a part of an innovative approach to early childhood education that is intentionally planned for ways to help each, and every child be successful, regardless of his or her ability levels. Our program is uniquely designed to allow your child to imagine, grow and soar into learning through the 5 early childhood education learning domains: Physical, Social, Cognitive, Communicative, and Adaptive. We seek to understand the individual needs of all children and value individual differences. We provide experiences that build skills and confidence in literacy, numeracy, scientific discovery, while providing equal opportunities and rights for all of the children in our program. curriculum will provide challenging, yet fun purpose driven activity through hands-on experiences and play, that are developmentally appropriate and meet individualized needs. Your child will gain preschool fundamentals to promote school readiness, social/ emotional development, problem solving and so much more. Our environment provides a loving and nurturing atmosphere that allows every child, regardless of abilities, to become self-reliant and independent, yet providing assistance to accomplish their needs academically and socially.

Collaboratively, we will work together with each family and any community resources necessary, to ensure optimal growth and love of learning, as they grow from infancy to childhood.

Our facility is equipped with state-of-the-art security system to ensure safety of all children and staff. Our staff are trained and certified.

We understand the need for high quality early education in a safe environment. If you are looking for a safe and enriching place for your child to grow and achieve, we welcome you to Imagination Explorers Early Learning Discovery and experience why we are the best choice for you and your family.

At Imagination Explorers our goal is to allow our students to imagine today what they will explore tomorrow.

Sincerely,

Imagination Explorers Executive Staff

**Mission** Our mission is to provide a safe learning community that builds on the strengths of each individual learner from infancy to preschool, through developmentally appropriate practices and a High-Quality learning curriculum.

**Vision** our vision is to provide a safe and secure facility for our students and staff so that learning can be our top priority. Staff are trained and certified to care and nurture each students’ individual needs while implementing our advanced curriculum through innovative technology. Our students will benefit from our partnerships with our community professionals to implement hands on learning through modeling each profession. Our students will have access to various enhanced courses such as Kinesiology, Horticulture, and intro to Entrepreneurship to name a few. After graduating from our program each student will have necessary skills to excel in kindergarten and beyond as advanced achievers.

At Imagination Explorers our goal is to allow our students to imagine today what they will explore tomorrow.

**Core Values**

Safety- Well Being and protection of every child in our care and staff.

Inclusiveness- celebrate diversity of each child and staff to promote a sense of belonging to encourage growth and development.

Families/Community- Build positive strong and supportive relationships with our families, children, staff and community.

Integrity/Dignity/Kindness- Treat children, families and staff with dignity, integrity and respect while promoting a culture of kindness and empathy.

Professionalism/Education/Innovation- High Quality Impactful Staff training and development of best practices, and the latest advances in technology and innovative educational opportunities.

Fun- Encourage our Staff and Children to have fun and engage in creative activities that foster imagination and curiosity.

 Our Story- We are family owned and operated organization. We Started in 2016 as a Registered Family Daycare provider caring for 8 children.

Programs

Infants-6wks-23mos to develop cognitive and physical development.

Toddlers- 2-year-old Develop social, emotional, cognitive and physical development to promote early achievers.

Preschool/- 3yrs to 5 yrs independency, creativity, through imagination and exploration through literacy, numeracy, and scientific discovery as they grow and develop as strong early achievers.

Homeschool/Preschool half Day- 4years to 5 years to encourage social, emotional, cognitive skill development through fun and creative activities to foster imagination and curiosity.

Advanced Preschool -4yrs to 5 yrs rigorous paced accelerated Pre-K Curriculum on the state level kindergarten scale designed for those students showing advanced skills in literacy, numeracy and scientific discovery.

In this Parent Guidebook, we have addressed important operating policies with which you will want to be familiar. Imagination Explorers Early Learning Discovery centers are dedicated to making the most of your child’s early years. At Imagination Explorers, we do this by providing the best practices that offer your child exceptional early childhood learning experiences. Our foundation is based on the premise that the most important years of a child’s brain development and learning patterns occur from infancy to age five. Our curriculum takes advantage of these windows of opportunity to give your child the best start toward a lifetime of learning. best practices for the most important years of your child’s development include: • Stimulating, creative, educationally engineered facilities • Learning-inspired curriculum, aimed at total-child development • Extraordinary support for the Imagination Explorers team of teachers, so they can focus on guiding the learning process • Secure, nurturing environment Imagination Explorers is committed to providing a balanced day to meet each child’s intellectual, physical, social and emotional needs. We believe that a child’s day should include fun, learning to learn, outside and inside physical activities, and quiet times. Each member of our staff is dedicated to empowering your child to reach his or her maximum individual learning potential. Our objective is to provide the best of the best experience for your child during his or her day. At Imagination Explores, every child is treated with what we call the royal treatment of respect and kindness in our nurturing environment. We strive to address each child’s individual needs. We see ourselves as partners with you, the parent, to make your child’s day productive and fun. Communication between us about your child is very important and we will make it a priority.

**Inclusion Policy**

Imagination Explorers welcomes all children including those with disabilities and special health care needs. Each activity is intentionally planned to ensure that every child, including those with special needs and/or special health care needs has equal access and opportunity to participate in the same activities and routines as the rest of the children. We seek to understand the individual needs of all children and value individual differences. We are open to working with outside agencies, programs and/or specialists to ensure that each child’s needs are met. We will modify and/or develop accommodations to the program and/or the curriculum to ensure that each child reaches their full potential. Modifications and/or accommodations include, but are not limited to, making materials or access to materials easier, providing visual schedules, allowing more time to complete activities, repeating, or simplifying directions, and adjusting the environment as necessary.

To ensure that we meet these needs we ask families to share any information they may have that relates to a child’s special needs.

Does your child have any specialist care plans, IEP or IFSP? Yes\_\_\_ or No \_\_\_

If yes, would you please share the plan with me, so I can maintain and ensure any modifications are made as needed. Yes\_\_\_ or No\_\_\_

Imagination Explorers accepts children from 6 weeks to 12 years of age. Each age group is carefully grouped in distinct areas that encompass age-appropriate activities and environments. In addition, Imagination Explorers offers Advanced Preschool, half day Homeschool Pre-k Program, Before and After Care, and summer programs. Infants 6 weeks to 11 months has his or her own crib. Older infants 12 months to 23 months have their own sleeping mats or cots and the linen is changed daily. Infant toys are sanitized daily. No playpens are used, and the cribs are not used as playpens. If the child is not sleeping or eating, he or she is free to move about the play area of the room, explore appropriate materials, and interact with others. If weather permits, infants are taken outdoors to a play area designed exclusively for their use. The children are regularly held, cuddled, rocked, talked to, sung to and, at appropriate stages, taught basic language. Your child’s care, including eating, sleeping and other routines, is carried out by staff members, based upon an individual daily schedule, which we will ask you to provide to us. Our staff will adhere to your instructions to the best of our ability. We will make written entries on Your infants’ /daily communication report throughout the day. This report will be given to you at the end of the day, so that you can see your child’s activities during the hours when he or she was with us. This will normally include detailed information about foods eaten, how long they have slept, disposition and activity level, noted symptoms of illness or discomfort, special experiences during the day and any extraordinary achievements, such as a new word. Food and formula are furnished by you, the parent, in individual bottles clearly marked with your child’s first and last name. Bottles must be prepared daily by parent ready to be fed. Prepared bottles will be stored inside the infant classroom’s refrigerator. As your child begins to eat table foods, milk and other items will be provided by Imagination Explorers. Imagination Explorers will have on hand formula as a backup. Preschoolers are divided into small groups of children sharing similar ages starting at 2 years to 5 years. Every group has a daily custom classroom schedule to include curriculum specials, and play. We restructure the composition of our preschoolers and groups in September, considering each child’s age and developmental level. After School program provides after school recreation, extracurricular activities and help with homework for elementary school students, ages 6 to 12. Transportation to and from local schools is provided at most locations. SUMMER CAMP Programs operates on a year-round basis. The summer months provide a variety of exciting weekly activities for children ages 6 to 12. Priority of enrollment in the Summer Camp program is given to our currently enrolled children. Our curriculum includes emergent reading, math, science, social studies, and virtues, and is enhanced with enrichment classes. In addition, our learning-inspired curriculum is aimed at the total-child development. We realize that every child is different, developing at his or her own special pace, each with different interests and distinct likes and dislikes. We respect this individuality, and our programs reflect this sensitivity to each child’s social/emotional, intellectual, and physical needs. We incorporate activities and educational materials that are appropriate for the age and developmental stage of each child. Our time-tested, research-supported, educational programs incorporate a variety of engaging and enriching activities in all the important developmental areas that will benefit children throughout their school years. This includes physical skills, social/emotional skills, communication skills and thinking skills. At Imagination Explorers our educational goal is to have the total-child blossom. We help children learn new skills, build self-confidence, and develop social skills. The result – children receive the preparation they need for school success in a safe, supportive, and nurturing environment. We enhance our core curriculum with enrichment classes in creative movement, music, art, second language, introduction to engineering, intro to financial literacy, gardening, intro to cooking, intro to kinesiology (sports program) sign language. We will continue to add enhanced classes to our curriculum. Children need a constant exchange between passive and active activities. Children benefit from a wide variety of experience: child-initiated, teacher-directed, whole group small group, to include one on ones, afternoons, indoor, outdoor, quiet, and active. Each classroom is scheduled for a morning and afternoon outdoor time. All children must receive a minimum of 90 minutes of active gross motor play which may include outdoor playground time, nature walks, indoor climbing, and active games such as dancing and exercising. We will take the children outside every day, weather permitting, so it is imperative that you dress your child in weather appropriate layers. We will follow the national Child care Weather Watch chart and its guidelines regarding safe cold and hot weather play. The only time children will not be allowed to play outside is when we are under a weather advisory. In the event of a weather advisory, appropriate indoor gross motor activities will be planned. Imagination Explorers will provide families information about the importance of Physical Activity at school and at home. We will also provide information on the importance of limiting screen time for children of all ages. The information we give to our families are accessed from NAEYC.

 **COMMUNICATIONS WITH PARENTS** We appreciate the trust that you place in Imagination Explorers when you leave your child with us for the day. We want to make that time worry free for you. We want you to be confident that we will contact you, if there are any significant events in your child’s day. Should a situation arise, we’ll call to tell you what happened and how we handled it. At Imagination Explorers, you have our assurance that we will always call if anything is amiss, and that if we don’t call, everything is fine.

 **DAILY NOTES** The Executive Director at your Crème school is available to discuss your child’s progress with you at any time and will occasionally bring matters to your attention that she feels you will want to know. In addition, you will receive daily reports of your child’s activities in our parent communication app, Lineleader, which is an interactive application for communication. Each child upon enrolled in our parent management and communication application. Parents will have their own unique sign on. The report accompanies the child from one activity to the next throughout the day, and notations are made by each teacher on the team near the end of each 30-minute period, or as your child transitions through different activities. The same form also includes relevant comments by teachers concerning any special lunch, naptime, or social behavior exhibited by the child, disciplinary matters, or potty-training, if applicable. These continuous reports are intended to keep you abreast of your child’s current social, emotional, and academic progress at Imagination Explorers. If you have a question about anything reported, please have a word with the Executive Director. The reports also provide you with current curriculum information that you may wish to support with additional activities at home.

 The most important point to remember is that, as your partner, we want to share how your child is doing. We also ask that if you have a concern, please tell us right away. We want to address any concerns that you have, as quickly as possible. We also love to hear when you are particularly pleased with us. Please share.

 **EVALUATIONS** -Evaluations are done in November and May to assess and monitor the developmental progress of your child. Parent teacher conferences are scheduled during this time. The conference will take place in person, virtually or, by phone. In May another formal conference will be held to discuss further progress. Parents will be given an invitation via letter that will go home in the child’s cubby folder two (2) weeks prior to the conference dates. The form will need to be completed and returned. A reminder email confirmation will be sent out a week prior to the conference.

**ENROLLMENT POLICY** Initial and continued enrollment will be at the discretion of Imagination Explorers based upon, among other factors, the best interest of the child, the expectation that he or she will benefit from the program, and the welfare of the other enrolled children, and the best interest of Imagination Explores. Enrollment decisions will be made without regard to race, color, sex, disability, religion, national origin, or ancestry. Imagination Explorers reserves the right to dismiss any student, for any reason deemed necessary, at the sole discretion of Imagination Explorers.

**CHILD ENROLLMENT DOCUMENTATION REQUIREMENTS** specific documentation to be provided for each child prior to the first day of classroom attendance. This documentation may include, but is not limited to, the following: • Imagination Explorers Enrollment Application and Agreement • Tuition Rate Agreement • Current Certificate of Immunization. Picture of child for Lineleader Parent communication child identifier • Appropriate documents, such as legal custodial documents, shall be attached if a parent is NOT ALLOWED to pick up child. Asthma Allergy Action Form. Medication Authorization form. Child Nutrition Application form. Emergency Card. Health Inventory Form. Image/Social Media release and consent form. Transportation form for Before and After School. Parent Handbook and Acknowledge form. Parents’ Guide to Regulated Childcare form. All About Me.

 **TUITION & FEES** Enrollment Fees: At the time of enrollment, a payment must accompany your application which will include the first tuition payment and non -refundable registration fees, a non-refundable registration fee and security deposit.

**Re-registration**: Each year, you will be assessed an annual registration fee to reserve your child’s space in Imagination Explorers for the coming fall. Registration fees are non-refundable.

 **Tuition & Late Fees**: Tuition is billed monthly and is due by the **10th and 25th** of each month. Statement invoices will be billed through Lineleader. Balances are due the **1st and 15th** of each month. The statements will reflect your last payment, previous balance, tuition and other charges such as extracurricular lessons and uniforms incurred during the month. **Invoices payments will be submitted electronically through Lineleader only. If the 1st or 15th falls on the weekend, the payment is due in full on the preceding Friday**. Special arrangements may be made with Imagination Explorers for regular payments on a monthly schedule. If you require a written receipt, you can print your receipt off from the Lineleader app. To ensure the safety of the children and staff members in our school, cash payments will not be accepted. Failure to stay current with your child’s tuition fees will result in the loss of your child’s position and will constitute a default which will entitle Imagination Explorers to all remedies, as prescribed by law, including reasonable attorney fees. No discounts from tuition will be made for holidays or other days on which the school does not operate. Imagination Explorers reserves the right to increase tuition and charges. You will be notified no less than one month prior to any change in rates. -

**Tuition is nonrefundable**. Refunds are not given due to absences, holidays, weather closings, staff development training or any other center closings due to acts of nature, or health and safety issues not deemed in our control.

**Drop off- Parents** must walk their children into school sign them in at front and walk them to their individual classrooms and sign in wit teacher. Please notify the office of late arrivals and absences through Lineleader our parent engagement app. Attendance is taken daily using a face to name tracking system in Lineleader.

**Late Pick-Up Fees**: Children must be picked up on time. Half-day programs are dismissed at 12:30 p.m. and full day programs no later than 5:30 p.m. All children must be picked up by closing time. A late penalty will be imposed if your child is picked up after the designated dismissal time. The late pick-up fee is $1.00 per minute per child for the first five minutes and $5.00 per minute thereafter and will be charged directly to your account. If you expect to be late, please call to advise us, so that we may reassure your child.

 **Automatic Debit**: If you opt for automatic debit payment, the funds will be withdrawn from your bank account on the 1st and 15th of the month. If the 5th falls on the weekend, the payment will be withdrawn on the preceding Friday.

**Credit Cards**: **Not Sufficient Funds (NSF) Fee: A $50.00 NSF (not-sufficient funds**) fee will be charged for any rejected Automatic Debit. This fee must be paid. The total amount of these charges will be due upon receipt of notification and must be paid in full in order for your child to attend Imagination Explorers.

**Absences**: Please keep in mind that you are obligated for payment of tuition during periods of absence from Imagination Explorers. Tuition must be paid in full, without deduction for absences of any duration, or for any cause, and without substitution of other days of attendance as “make up” days. This is necessary because staffing and other operational costs are incurred on the basis of fixed levels of enrollment.

 If your child is absent from Imagination Explorers for two consecutive weeks, without notification to a director, your child will be considered withdrawn from the program. If you choose to re-enroll your child, you will be required to pay nee enrollment fee if new fee is in place along with registration fee and your re-admission will be contingent upon the availability of space in your child’s group at that time.

**Withdrawal**: The obligation for full payment of tuition continues until the date indicated by the parent or guardian as the date of withdrawal. No portion of your monthly paid or outstanding tuition will be refunded or cancelled in the event of absence, holidays, school closings, withdrawal, or dismissal from the school. The parent or guardian agrees to notify Imagination Explorers with at least thirty (30) days written notice of such date of withdrawal.

**SECURITY** Our specially designed Secure Access System allows us to monitor each person’s entry into the building, track your child’s location and deliver important messages to you, as you check your child in and out of Imagination Explorers. Upon enrollment, each child is assigned a numeric code with Lineleader, our parent management application system. You may change your child’s code at any time by speaking with the Director of Administration. You will be able to sign your child in and out with your unique parent code. A touch-pad screen, located in the main entrance and classrooms. We have a closed-circuit camera monitoring system that is restricted to our executive Director and Admin team only. Admin team member will grant parents access daily inside our facility. We ask that you not allow anyone behind you to enter with you to prevent entry of an unauthorized visitor. The system works in conjunction with an automated time clock that tells us exactly which children are in our facility at all times of the day. Periodically, you may also see automated messages such as billing information, weekly curriculum notes, program updates, and other important school announcements. In addition, the front door is attended by an Imagination Explorers staff member during operating hours. Fire doors which exit directly to the outside are equipped with an alarm.

 **POLICIES AND PROCEDURES VISITORS** Imagination Explorers administrative staff member greets all visitors at the front entrance. Visitors are asked to sign in at desk and are then escorted throughout the building while visiting and/or touring.

 **RELEASE OF YOUR CHILD TO OTHERS** We will only release your child to someone, other than yourself, when you have properly authorized us to do so. This may be done at the time of enrollment in your Enrollment Application & Agreement form, where you may list persons who may pick up your child at any time. This may also be done later by completing our “Authorization to Release Child” form. In issuing an authorization form, please be certain that it is delivered to our receptionist, or to the Executive Director. In rare emergencies, you may give us your signed authorization by communication in our parent management application Lineleader and then followed up with a phone call to confirm. In all cases in which you authorize release of your child to a person who has not picked up your child before, and whom we do not know, we will ask the person for appropriate identification.

**UNAUTHORIZED CHILD PICK-UP** In the event that an unauthorized person attempts to pick-up a child at Imagination Explorers, the child will be moved to a safe location. We will then contact the custodial parent. The police will also be contacted.

 **CHILDREN NOT PICKED-UP AT THE END OF THE** DAY If a child has been left at the end of the day, attempts will be made to utilize all the parent’s telephone numbers on file. If there is no response, we will call all the emergency telephone numbers in the child’s file. If there is still no response, we will call the police or Child Protective Services.

 **EMERGENCY PROCEDURES** Each school is equipped with a fire and smoke monitoring alarm system. Fire extinguishers are strategically placed throughout the building. Emergency drills (such as fire and tornado) are held on a regular basis, so that the children and staff are familiar with emergency procedures. The staff at Imagination Explorers has been trained in safety, first aid and emergency evacuation programs. They will orient your child prior to the first time executing a drill, in order to help alleviate any fear or anxiety that may occur. It is our goal to teach your child what to do during an emergency, so that he or she becomes familiar and comfortable with the procedures.

 **EMERGENCY EVACUATION** It is possible that an emergency evacuation may occur due to problems within the facility. If it is determined that the safety of the children is in any way jeopardized, you will be contacted to pick up your child. If your child is moved from the facility during an emergency evacuation, you will be contacted immediately and informed of the location. The location of Imagination Explores evacuation facility is posted in the administrative area.

 **INCLEMENT WEATHER** Imagination Explorers will make every effort possible to be open during inclement weather days; however, safety for your child and our staff members will be the prime consideration for closing the school. If there is any question whether the school will be open, please consult your local TV station, website and social media pages for school closings or delayed openings. Information concerning cancellation, or a delayed opening, will be made by 5:30 a.m. In the case of a severe mid-day storm, please refrain from calling the school. We will call you if your child needs to be picked up, prior to closing. We take every precaution necessary to protect the children and the staff of Imagination Explorers. School closings will be based on the determination of threats to the safety of children and the staff. In excessively hot weather, children will be provided with adequate water supplies and during outdoor play will remain in shaded areas for the majority of their playtime. During severe weather, children will remain inside for an alternative gross motor activity period**. Full tuition is due during any inclement weather school interruptions.**

 **YOUR CHILD’S HEALTH RECORDS & IMMUNIZATION** State law requires that every child have a current record of Immunization on file at Imagination Explorers. This certificate provides a history of vaccinations against several childhood diseases. If your child has received all of the necessary vaccinations, you can obtain an updated, validated certificate from your physician, or local Health Department. It is imperative that you provide a current copy of this certificate, prior to your child’s first day of attendance. Your child will not be permitted to attend Imagination Explorers if the immunization record has not been submitted or does not remain current. **When children receive current immunizations, the child will not be allowed to attend Imagination Explores for the day to allow parents to monitor signs for adverse reactions and comfort due to immunizations.**

 **CONFIDENTIALITY OF RECORDS & INFORMATION** The Imagination Explorers staff respects the confidential information of the children in our care. All personal records of children and families are kept in the strictest of confidence. Information pertaining to admission, progress, health, or disenrollment of a child shall be confidential, unless the parent(s) of the child has given written permission for disclosure.

 **ILLNESS** As a part of Imagination Explorers commitment to the health of the children and staff, we require parents to wash their hands and their children’s hands upon arrival for the day. The welfare and health of your child are of primary importance. When particular symptoms are noted, such as a fever or unusual changes in personality, this information will be brought to your attention immediately. Of course, if your child appears to be seriously ill, or highly infectious, we will call you (or another person whom you have designated for this purpose) to ask that you pick up your child from school. For the safety of the other children, your child must be picked-up within one hour of your notification. Until you arrive, your child will be made as comfortable as possible in a room where he or she is supervised by an adult yet separated from other children. You may not bring your child to school if he or she appears ill and/ or displays the following symptoms: • a fever of 100 degrees F or higher within the past 24 hours • vomiting or has intestinal agitation accompanied by diarrhea (may return once the condition has completely subsided for a minimum of 24 hours without medication • evidence of a communicable disease • an undiagnosed rash (may return with physician’s note that rash is not contagious) • discharge from eyes, ears or profuse colored nasal discharge (may return when discharge is clear or child has been on antibiotics for 24-48 hours, according to physicians instructions) • unusual lethargy, irritability, persistent crying or difficulty breathing (may return when symptoms have subsided with medications) If your child shows any of the above symptoms while at Imagination Explorers, or any other symptoms per states’ regulations, you will be asked to pick up your child immediately. If the child’s parents cannot be reached, the designated person, or persons, on the Enrollment Application and Agreement will be contacted. The child will be permitted to return to school after being out of the classroom population for one full day symptom free without the aid of fever reducer pain reliver or other meds for 24 hours, and may return on the following day ( day three counting from day sent home with illness). When a child has been exposed to, or diagnosed, with a communicable illness, you are required to immediately notify Imagination Explorers. Imagination Explorers will notify the state Department of Health, when necessary, all staff members and all parents and guardians of children in our care. The child’s confidentiality will be maintained. Parents will receive an Illness Statement when they arrive to pick up the child who is ill. The Illness Statement will outline the requirements, which may include a doctor’s certification, before the child can return to school. Imagination Explorers Executive Director and Administrative staff reserve the right to permit a child to school after an illness**. A physicians/healthcare note to return to school does not supersede Imagination Explorers policy on illness or return to school during or after an illness.**

**ACCIDENTS & INJURY** In the event of an accident or injury, our staff will first tend to your child’s needs and then summon the Executive Director. The Executive Director will notify you and, if necessary, call the physician or medical facility, as designated in writing by you. In rare situations, Imagination Explorers may take additional emergency action, as deemed necessary, to care for your child. When such an action is deemed advisable, the school will contact 911 emergency services and follow the instructions of the emergency personnel. If Imagination Explorers personnel are instructed by the emergency medical personnel to transport your child to the nearest medical facility, such action will be taken. In such emergencies, the school will contact you as soon as the situation allows. All staff are CPR and First Aid Trained and certified.

 **MEDICINE** Medicine may be administered to your child during the day, provided that you have furnished us with written authorization to do so. Our “Authorization to Administer Medicine” form is used for this purpose. Imagination Explorers will administer only those medications that are specifically labeled as a prescription with a doctor’s prescription. Imagination Explorers name, child’s name and dosage procedures outlined on the bottle. **NO OVER THE COUNTER MEDICATIONS OF ANY KIND WILL BE ADMINISTERED WITHOUT A WRITTEN PRESCRIPTION/ORDERS FROM A LICENSED MEDICAL PHYSICIAN**. Medications cannot be shared by multiple family members. The completed form, together with the medicine itself, should be left in the designated box in the Executive Directors office locked. If your child requires more than one medicine, please list each separately on the form. Any potential adverse reaction to the medication must be listed on the authorization, so that the child can be properly monitored, and parents notified accordingly. This authorization must specify the specific dates the medication is to be administered. A new authorization is required at the beginning of each calendar week. Medicine will be administered between 11:00 a.m. and 12:00 p.m. and 3:00 p.m. to 4:00 p.m. IMPORTANT: All medicines are stored in the Infirmary, out of the reach of children, and all medicines are administered by a director. Medicine may never be left in your child’s carry bag, since another child may accidentally find it there. In addition, all medicines must be brought to the school in their original container, bearing the child’s name, prescription number (if any), name of the medicine, and the date brought to Imaginations Explorers. Medication log will be kept along with the times medication was administered will be communicated in our parent management application Lineleader.

**Allergies-** In the event that your child has a severe, life-threatening allergy, you will need to provide us with Benadryl and an Epi-Pen to keep here in case of an anaphylactic reaction.

 **EMERGENCY MEDICAL FACILITY** An accredited nearby emergency medical facility has been designated as University of Maryland Charles Regional Medical Center located in LaPlata MD. The name and location of the facility is posted in the administrative area.

 **DISCIPLINE** Procedures for discipline will not include the deliberate infliction in any manner of any type of physical pain or emotional harm. To promote positive behavior, IXPD will provide children with choices of activities, play center, special jobs, and seating Discipline is the on-going process of helping children to develop their controls, so that they can manage their own behavior in socially approved and acceptable ways. Imagination Explorers discipline techniques are based on respect for the child. We teach self-discipline, as opposed to motivation by fear or punishment. Our discipline policy ensures that there is a reasonable relationship between the inappropriate act and the consequence. The only acceptable forms of discipline at Imagination Explorers are positive guidance and redirection. The goals of these discipline techniques: • Help the child in his or her growth toward self-discipline, while nurturing a healthy self-concept. • Help children work through a conflict, by helping develop their self-control and assuming responsibility for their own actions. • Explain limits and consequences in a clear and comprehensible manner. • Give preschool and school-aged children a reasonable opportunity to resolve their own conflicts. Only if absolutely necessary will a child be removed from the situation of conflict and placed in an area where he or she can sit for a few moments to regain composure. The teacher will talk to the child about the inappropriate behavior. The child will return to the group when both the staff, and the child, feel it is appropriate. This will not be for a prolonged period of time, nor is it a punishment.

 **BITING POLICY** Imagination Explorers understands that occasional displays of aggression, like biting, are typical in young children and are part of normal early childhood development. Repeated incidents of biting will not be tolerated. Our objective is to ensure that our school maintains the highest level of safety within our environment, and that our staff respond appropriately to aggressive behaviors. Imagination Explorers requires that all parents of children under 3 years old receive the guidelines that outline how the Imagination Explorers staff will handle a biting incidence. These guidelines will be presented with enrollment materials. Receipt of the Biting Policy must be acknowledged by the parent in writing. Because biting is so distressing to everyone and children have the right to be safe, we have developed the following plan of action:

· Staff will give hugs and encouragement to every child every day to help reduce stress.

· Staff will respond to and reinforce positive behavior.

· Staff will avoid any immediate response that reinforces the biting or calls attention to the biter, while providing caring attention to the child that has been bitten.

· The biter will be removed from the situation to regain self-control.

· Staff will not overreact to biting.

· The staff will never bite a child back. We strongly encourage parents to never bite back or teach their children to bite back.

· The bite will be washed with soap and water. If possible, the biter will help with this process.

· If the skin is broken, we will call the parent. It will be at the parent’s discretion whether or not to go to the doctor.

· Parents of both the biter and the child that was bitten will receive an incident report. Names of either child will be in the report or verbally mentioned to either parent.

· Staff will shadow the biter to prevent more biting as much as possible.

· Staff will teach children socially acceptable behavior.

· Staff will teach non-biting responses and reinforce acceptable behavior.

· Staff will provide language which includes “biting hurts” or “teeth are for chewing food”.

· Staff will provide teething rings for children that need something to chew

· Where possible, no child will be excluded from attendance at Imagination Explorers because of biting. If multiple incidents occur, the Executive director may need to terminate care of the aggressor to ensure safety of every child. If you ever have a concern or question, please speak to your child’s teacher or to a Director in the office. We will strive to make every child here have a safe and happy experience.

**Photo and Media Use-** We will take a child's picture for their cubby labels and for identification in our computer Lineleader system. Teachers will use the children’s pictures in a variety of ways in the classroom including but not limited to: center play, handmade books, job charts, classroom blogs, visual schedules, and documentation of learning bulletin boards. The Learning Station also uses Social Media as a means of communication with our families and the local child development community through our Imagination Explorers Social Media pages page. We will post pictures of center events, classroom activities, and celebrations throughout the center. Each parent will need to initial that they understand our photo policy and the means in which their child’s photos will be used.

**TV AND VIDEO POLICY** In an effort to provide an educational classroom environment, Imagination Explorers does not allow the excessive use of educational videos. The viewing of educational videos is limited and is not offered more than 1/2 hour per week, in selected age groups. To ensure that all materials viewed by the children are acceptable to all parents, we do not allow children to bring videos from home to share. – Imagination Explorers does not allow any passive screen time for any child. We will however use active screen time such as a clip of a song or lesson that is appropriate for every child. Imagination Explorers will use interactive, educational and active screen time for educational purposes appropriate for every child.  We will however ask written permission for G rated movies appropriate for every child. There will be no passive screen time for any child. Screen time is never used during meals or naptime.

 **CHILDREN’S UNIFORMS** Imagination Explorers children are required to wear uniforms during program hours, Monday through Thursday of each week. Uniforms on Friday are school t-shirt and jeans. The uniform requirements extend to all children, except infants. We believe the use of uniforms gives children a shared identity with their contemporaries and a sense of belonging. Uniforms serve to impress upon the children the importance of school activities and help remind them that they are in a special place. The Imagination Explorers uniform consists of an Imagination Explorers embroider top and bottom. Our Imagination Explorers girls also have an option of wearing a dress Imagination Explorers. You may add undergarments to complement your child’s Imagination Explorers Gear, such as tights, leggings, or turtle necks with dresses. These garments should be worn with socks and closed toe, rubber soled shoes. This policy is vitally important to avoid serious falls and injuries. Dress shoes, cowboy boots, thongs and sandals are prohibited at all times. FAILURE TO FOLLOW THE UNIFORM POLICY WILL RESULT IN WITHDRAWAL OF YOUR CHILD’S ENROLLMENT AT Imagination Explorers. All Imagination Explorers Gear garments, including T-shirts, shorts, sweats, dresses, and Imagination Explorers carry bags, are available at the French Toast and our school store. Additional such as hair bows, socks, and other school apparel can be purchased at our school store. Adult Spirit wear will be available too. A link to order uniforms will be provided during enrollment. During the summer months students will have a more relaxed attire option.

 **CARRY BAGS AND CHANGE OF CLOTHING** All children must have an Imagination Explorers carry bag with them at school. This is necessary because every child is required to have a complete change of clothing consisting of an Imagination Explorers uniform, along with underwear, socks, and a light jacket or sweater with them, at all times. Our staff will use these articles in the event of any need to change clothing along with a plastic Ziploc bag to send home soiled clothing. In the event that a child requires a change of clothing, and an extra uniform has not been provided, a fresh uniform will be supplied from the school store and charged to the parent’s account. The only exception to the uniform guidelines would be that we were out of stock on particular items. When substitution is necessary, we expect children to dress in Imagination Explorers colors of, gray bottoms, green or white top and navy-blue cardigan. In addition, the carry bag is used to store personal articles during the day. If your child needs to bring his or her own blanket to school, be sure it will fold to fit into their carry bag labelled with their name. To avoid any confusion and prevent potential loss of personal items, it is very important that all of your child’s belongings, including his or her Imagination Explorers bag, articles of clothing and any items brought from home, be clearly labeled with both first and last name.

 **BELONGINGS BROUGHT FROM HOME** We know that some toys are so important to your child that they simply must come to school. These items may be brought on Show and Tell day, if they are safe in the company of others and are not replicas of weapons. In addition, safety considerations dictate that cosmetics and money (particularly coins), and other items which may be easily swallowed, should never accompany your child to school. Show and tell items must be small enough to fit in the Imagination Explorers carry bag and be brought in only on those designated days.

We also know that many personal articles at Imagination Explorers frequently become separated from their owners. We’ll do our best to keep track of such items and return them to their rightful owners. If we know the owner of a particular belonging, we’ll make sure that it gets into the right carry bag and goes home. Please remember toys and other articles that do not have the owner’s name on them are often very difficult to track down and return. Some small items such as Matchbox cars can easily find their way into another little pocket. If an item is particularly dear to your child, it may be wise to leave it at home, because we cannot be responsible for replacement of the article.

 **LOST AND FOUND** A lost and found box is located in the school. We recommend that you check this box periodically for items that may belong to your child.

**HOURS, DAYS OF OPERATION** Imagination Explorers operates Monday through Friday throughout the year. We are closed on the following holidays: New Year’s Eve, New Year’s Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day (for teacher Inservice training), Thanksgiving Day, and the day before and after Thanksgiving Day, Christmas Eve Day and Christmas Day, and certain other days, as may be specified by Imagination Explorers Executive Director and Admin Staff, from time to time. **These holidays are paid days for our staff**. The facility is open and staffed from 6:30 a.m. until 6:30 p.m. Our formal education programs begin at 8:30 a.m. Children enrolled in full-day programs are welcome to arrive and depart at any time of the day. Half-day program hours are from 8:30 a.m. to 12:30 p.m. The Learning Station will be closed on the following holidays and training days. If the holiday falls on a weekend, a Monday or Friday will take its place. In the event of an unscheduled closing, you will be given as much notice as possible.

New Year’s Day

Presidents Day

Martin Luther King

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Thanksgiving and Friday After

Christmas Eve and Christmas Day

4 Staff Development Days per year

Winter Break

Spring Break

Summer Breaks

**During Winter, Spring and Summer Breaks FULL Tuition will be due. Breaks will be announced annually in September in our school calendars.**

**Please see the list of Important Dates in your enrollment Packet for a complete list of early closings or holidays. Full tuition is still required during holiday and center closings.**

**Absences-** If your child will not be in attendance we ask that you call the center to inform his or her teachers. For part time schedules, children who attend programs on specific days may not switch days. Example: A child who attends M, W, F preschool and is absent Monday, may not attend on Tuesday or Thursday to replace the day. If your child is enrolled as a full-time student, their schedule may not switch back and forth between part time and full time. **If your child misses a day during the week due to illness, vacation, etc. the parent/guardian is still responsible for the full tuition payment.**

 **DIAPERING** Children are checked at scheduled intervals throughout the day, and changed at the first sign of wetness, or soiling. No child is knowingly left in wet or soiled clothing. For children who wear diapers, we furnish the diapers and pull-ups, at no additional charge. We ask parents to please bring your child to school in a clean diaper or pull up. If your child becomes soiled upon arrival, please change them prior to admitting them. We will check each child prior to dismissal.

 We use only major-brand disposable diapers. For sanitary purposes, Imagination Explorers does not provide nor allow the use of cloth diapers.

 **TOILET TRAINING** When you believe that your child is ready to begin toilet training, please discuss this with your child’s primary teacher. We will assist by encouraging your child to potty between diaper changes. With the first signs of success, we will recommend that you send your child to school in training pants.

**BREAKFAST, LUNCH, AND SNACKS** We have an onsite chef that will provide your child with breakfast and lunch as described in the Menu. Meals are nut Children are offered breakfast, (if they arrive before 8:15 a.m.) lunch, morning, and afternoon snacks, as well as an evening snack. Imagination Explorers menu features healthy, nutritious, and well-balanced meals which are prepared fresh each day in the Imagination Explorers kitchen. If your child adheres to any special dietary restrictions, please inform the Executive Director, as well as his or her primary teacher. The Executive Director will assist you in making arrangements for you to bring in the necessary food items to meet your child’s needs. Children are taught to eat with a plate, napkin and utensils, as well as other mealtime etiquette. Each meal is closely supervised. All children are given ample time to eat. Each child is encouraged to try the food that is before them. Those who have difficulty eating will be individually assisted, including help in getting individual bites to the mouth, but no child is ever forced to eat any food. Special eating problems, or marked changes in lunchtime behavior, will be reported to you on your child’s daily progress report. Monthly menus will be posted for parents to review.

**CACFP Application-** In the registration packet, there is an application for free and reduced priced meals. We request that all parents complete this application, **even if you do not qualify**. Imagination Explorers receives partial reimbursements for some of our food supplies, per child, even if their family does not qualify for free or reduced-price meals.

SPECIAL CELEBRATIONS Prior to planning a celebration for a special event in your child’s classroom, such as a birthday, please make arrangements with the Director. You will be provided with details about local regulatory agency requirements regarding snacks. Al food items brought in for special celebrations to be shared with others must be store purchased and sealed. No homemade foods will be allowed. You may wish to include special napkins, or hats, with snacks. For safety reason, small trinkets, rings or balloons may not be distributed as party favors. Glass or ceramic plates are not permitted in the classroom or playground and may not be used where children are present on the school campus. Your child’s teacher will help you to determine the number of items that will be needed to provide for every child in the class. For the protection of all children, we cannot provide anyone with the phone number or address of any child in school, or their family members. Teachers can provide you with a list of the first names only of the children in the class, if requested. Special programs are organized for the children throughout the year for parents and family members. Your attendance at these special functions gives you the opportunity to talk to your child’s teachers and meet your child’s classmates and parents. During classroom celebrations teachers will post a sign-up sheet for parents to bring in specified items as a donation.

 **NAPTIME** All younger children are required to have a quiet time following lunch and are encouraged to sleep during this time. Children who are five years of age and older are not expected to nap, (unless required under state regulations,) but are provided with quiet time. Children who fall asleep will be allowed to sleep until the end of the rest period, as designated on the daily schedule. Children may bring a small item to comfort them and help them rest. The item, including pillows, must be small enough to fit into their bags. Each child will have their own sleeping crib for infants and sleeping mats with sheets for 2 years and older.

**TRANSPORTATION** Crème school buses are used for drop-off and pick-up of school aged children and for field trips. Imagination Explorers does not transport children under four years of age, or those children requiring a child safety restraint seat. Children must be delivered to Imagination Explorers no later than 15 minutes prior to a.m. departures and must be on time for the scheduled after-school pick-up. Imagination Explorers bus driver is not able to wait for tardy children and will return to Imagination Explorers a child is not on time. It is the responsibility of the parents to inform Imagination Explorers of any scheduled changes for children who are transported to and from elementary school. Please be sure to notify the Director if your child will be absent or should not be picked up by the Imagination Explorers bus. Children will be transported only in the designated Imagination Explorers bus. In the event that your child does not show up for a scheduled pick-up, the bus driver will 1) call the school administrator’s office to try to locate your child, and 2) notify the appropriate Imagination Explorers administrator of the child’s absence. You will then be notified by an Imagination Explorers staff member and will be responsible for picking-up your child from school. In order to avoid unnecessary delays and concern, please notify the Imagination Explorers receptionist or a Director, if your child will be absent for the scheduled transportation service. If your child is absent without notification, you will be charged a no-show fee of $50.00.

**Background Checks-** All staff members have background checks completed by the FBI, State and Federal Registry. When staff members are first hired, they are hired as provisional staff. They will work under a regular co-teacher after completion of orientation and a 90-day probationary period.

**Professional Development** Annual nutrition training is required to ensure that all staff understands the important role nutrition plays in the overall well-being of children. Here at The Learning Station our staff has been trained in all areas of early childhood education. One of the biggest issues that distresses parents and staff alike is biting. Biting is a natural behavior that occurs in very young children for several different reasons including stress, frustration, gaining an adult’s attention, lack of language skills or a means of persuading another child to give them something that they want.

**Referral Bonus and Parent Reviews-** Thank you for allowing us to serve your family. We are confident that you will be happy with our center. We appreciate word of mouth advertising and have a referral program and parent review appreciation for 5 Star Google review incentives available. See front office staff for details. Make sure that your referrals let us know that you sent them!

 **Parent or Guardian Concerns**

Any parent or family member that speaks negatively or spread inappropriate reviews that could harm or alter the image of Imagination Explorers or staff will result in an immediate termination of care. Imagination Explorers has an open communication policy to allow parents to address any concerns to our Executive Staff so that a solution an be reached and resolved appropriately.

**Fundraisers:** From time to time, we will ask our parents to participate in simple fund-raising projects to help benefit our center. Your help is greatly appreciated!

We hope that you will find your child’s first school experience to be a happy one**.** Thank you for letting us make a difference in the life of your child! We believe great beginnings last a lifetime!

**Staff Health-** We can only accept well staff at our facility. Staff members must follow the same guidelines set forth by the State and County Health Department Exclusion List just like the children. This list is posted on the lobby bulletin board.

ACKNOWLEDGEMENT I (We) have read and agree to Imagination Explorers Early Learning Discovery policies and procedures as described in the Parent Guidebook and have permission to enroll my child(ren) into Imagination Explorers Early Learning Discovery.

I/(We)understand that these guidelines may change periodically by the Imagination Explorers Executive Board and an addendum will be provided and signature acknowledgement required.

 Child’s Name (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent or Legal Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Legal Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

After signing this acknowledgement, please remove the page from your Parent Guidebook. It must be returned with your enrollment packet.