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POLICIES & PROCEDURES

OUR MISSION

Welcome to Imagination Station where learning and fun go hand in hand! We are a state licensed facility founded in 2006! We are committed to your family, providing a unique place designed just for kids! Our handmade and creatively constructed discovery and learning facility provides care and nurturing in a safe environment.

At Imagination Station children lead the way through hands-on interactive fun promoting intellectual, social, emotional and physical health. An array of age-appropriate activities is available throughout our facility. We also offer after school homework help upon request. You will find no other place in Marshfield that provides such a high-quality and well-respected program as ours.

PROGRAMS & TUITION

Comprehensive Programs for Ages 2-12 \$20/half day 8-11:30 or \$35/full day 7-6
(Rates include all special programs & activities on days enrolled)

***All students attending during the lunch hour will need to bring a packed lunch.**

Please Mark Enrollment Preferences:

PRESCHOOL PROGRAMS (ages 2-5) Preschoolers must be potty trained to attend preschool classes.

- AM Session 8-11:30 Preschool Age 2/3/4 (class begins at 8:30) T/TH \$20/Half Day
- AM Session 8-11:30 Pre-K Age 4&5 (class begins at 8:30) T/W/TH/F \$20/Half Day
- FULL DAY 7-5:30 Mixed Age 3/4/5 (includes all programs) M/T/W/TH/F \$35/Full Day

(10% tuition discount for full-time enrolled M-F students making it \$32/day)

SCHOOLAGE PROGRAMS (ages 5-12)

- Monday Fun Days 7:00-6:00 Mondays \$140/mnth
- T-F Afterschool Only 3:30-6:00 T-F \$120/mnth or \$8/single day
- Combo. Discount: Monday Funday & T-F afterschool Mon & T-F \$240/mnth
- JUNE After Summer School 2:30-6 M-F \$175/mnth or \$10/single day

(When Marshfield schools are out there is no after school program, but we do offer full day childcare for School age students at an additional charge.)

All tuition is due monthly regardless of absences, holidays or inclement weather/cancellations.

*** Preschoolers must be fully potty trained to attend preschool.**

ACH automatic bimonthly payment registration is required to enroll.

A non-refundable **\$50.00 registration fee** is due upon enrollment to reserve your child's spot.

(If you leave for the summer, you will be charged a non-refundable \$50 hold fee on or around June 1st to hold your child's spot for the next school year.)

ENROLLMENT REQUIREMENTS

- **ALL STUDENTS MUST BE POTTY TRAINED TO PARTICIPATE IN OUR PRESCHOOL PROGRAM.**
- A **3-month minimum enrollment** is required for *all* students.
- A non-refundable **\$50 Enrollment Fee** is due upon enrollment. Students leaving for the summer will be charged a \$50 hold fee for a returning fall spot.
- Submit a *completed* **Enrollment Form.** Please make sure all information including all addresses and phone numbers are completed.
- Complete an **ACH Form** for automatic monthly payment.
- Review and return *signed* bottom portion of our **Policies and Procedures Form.**
- Preschool age: Submit a *doctor* completed & signed **Preschool Medical Examination Form & Shot Record Copy**
- School age: Submit a *parent* completed **School Age Medical Examination Form & Shot Record Copy**

- If applicable, a **Medication Authorization** form completed by the parent/guardian is required when medication is to be given to a child. Parents or guardians must bring the medicines (prescription and non-prescription) in the original container labeled with the child's name and instructions for administration, including dosage.
- A **Leave Authorization** form is to be completed by the parent when the child must leave the facility with another person besides the parent/guardian for routine activities such as scouts, music lessons, gymnastics, etc.
- If your child will be riding the school bus to ISM, you will need to call the Marshfield public schools superintendent's office at 859-2120 to schedule your child to ride the bus to us.
- We use a childcare program app called **Brightwheel** for messages or you can call us at **(417)859-6055** or Melanie at **(417)818-6070** if your child will be picked up from school instead of riding the bus to Imagination Station.

ARRIVAL/PICK-UP

An adults must check-in and check-out students. We utilize a childcare program app called **Brightwheel** for check-in and check-out, group announcements, parent to teachers or director communication and more. You will be given an invite to join our school Brightwheel group. Please do not allow your child to come into Imagination Station unattended. Inform the teacher of your arrival and check your child in & out for attendance. Unless other written arrangements have been made, your child will be released only to you or to other individuals named by you on the child's enrollment form. No child will be released to anyone under the influence of alcohol or drugs.

SAFETY

Safety is of utmost concern with all children at ISM. For this reason, we will keep our doors locked from outside visitors for your child's safety and security. We provide a front doorbell to ring when picking up your child.

- We have immediate access to a landline telephone and a minimum of one cellular phone in the case of an emergency.
- Emergency drills will be conducted on a regular basis.
- Emergency exit routes are posted throughout the facility.
- A first aid kit is located in the front office.
- School age and Preschool age students will have separate play spaces unless 10 or fewer children total are remaining; in such cases multi-ages may be grouped together for activities. This usually occurs after 3:45pm daily.

We are required by Missouri State law to report all incidents of suspected or actual abuse or neglect of children regardless of whether they occur during or outside of school hours.

ILLNESS/INJURY

- Children may not attend if they are ill or have a fever of 99 degrees or higher within a 24 hr. period of scheduled attendance. Please respect the health of others.
- We have a **"No Nit"** policy. A doctor's release stating that **ALL** individuals in your household have been lice & nit free for at least 1 week is required before returning to Imagination Station.
- Parents/Guardians of students enrolling or enrolled at Imagination Station may request notice at any time during enrollment of students currently enrolled having immunization exemption on file.
- If your child is injured or becomes ill at ISM, we will:
 1. Notify you immediately.
 2. Follow your instructions if emergency medical care is needed.
 3. Note the date and the description of any accident or injury in your child's facility record.

DISCIPLINE POLICY

- Children will follow simple, understandable rules. We use only constructive, age-appropriate methods of discipline to guide your child's behavior. We stress praise and encouragement of good behavior. Firm, positive statements or redirection are used whenever possible. Students misbehaving will be given ONE warning. The second offense will result in a time out "thinking chair". The third time parents will be contacted.
- If a brief supervised separation from the group is needed, the "Thinking Chair" is used as a time-out based on one minute per year of child's age. No form of physical or corporal punishment is allowed. This includes no spanking, slapping, pinching, kicking, poking or swatting. In addition, children will not be allowed to hurt others or themselves or destroy property. Parents will be called immediately in such cases.
- Please remember that we care about all children at ISM and will always inform you of any problems or concerns, as well as outstanding behavior. We always welcome your feedback at anytime. ☺
- Please note that all staff members at ISM are mandated reporters of child abuse/neglect.

MEALS & SNACKS

Students attending during the lunch hour will need to bring a packed lunch.

Your child will be the snack helper once a month. We have a monthly snack rotation, and each child is to bring a 12-store-bought snacks and 12- 100% juice boxes or pouches to hand out and share once a month with their classmates.

CLOSINGS

- We follow the Marshfield Public Schools calendar. We will be closed when Marshfield Schools are closed.
- We will make every attempt to remain open during inclement weather, however; we will close in the case of dangerous road conditions or states of emergency.
- We will close to observe the following holidays/vacations: Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Good Friday, Memorial Day and Independence Day. Please see our calendar for a complete list of closings. Additional days closed before or after Thanksgiving and Christmas may be added.
- We will be open M-F during the Summer with fun summer programs!

TERMINATION OF CARE

A written ONE MONTH NOTICE WITH PAYMENT, is required by you for permanent withdrawal or reduction in enrolled days. You may choose to not send your child during the final month, but PAYMENT IS STILL DUE. Refunds or credit will NOT be given for early withdraw or missed days during the program enrollment.

Furthermore, we have the right to terminate the care of your child when we believe it is to the child's benefit and/or required for the welfare of other children/staff in our facility.

TUITION BREAKDOWN

- We have a \$50 non-refundable enrollment fee for ALL students due at time of enrollment.
- **MONTHLY TUITION** is due through ACH enrollment due bi-monthly on the 1st and 15th. Payment is deducted 2 weeks at a time prior to attendance.

Set Monthly Rates:

(ACH automatic payments on the 1st & 15th is required to enroll.)

Half Days (up to 4 hours)	(1)One ½ day (Monday's Only)	(2)Two ½ days	(3)Three ½ days	(4)Four ½ days	(5)Five ½ days
	\$80/mnth	\$160/mnth	\$240/mnth	\$320/mnth	\$400/mnth
Full Days (7:30am-5:30pm)	(1)One Full day (Monday's Only)	(2)Two Full days	(3)Three Full days	(4)Four Full days	(5)Five Full days
	\$140/mnth	\$280/mnth	\$420/mnth	\$560/mnth	\$630/mnth

* Includes a 10% tuition discount

- **ALL REGISTERED DAYS MUST BE PAID FOR IN ADVANCE REGARDLESS OF SCHEDULED OR UNSCHEDULED ABSENCES. IF YOUR CHILD MISSES A DAY, PAYMENT IS STILL DUE AND NO CREDITS OR REFUNDS WILL BE ISSUED.**

(Your child is in a reserved spot at Imagination Station)

- A \$50 fee will be added to your balance for returned NSF payments.

Please let us know if you have any further questions!

We thank you for your interest in Imagination Station and we are happy to have you join our family!

Ms. Melanie & Team