



Boulder Station

Phone: 702-457-8889

Sunset Station

Phone: 702-878-8887

Palace Station

Phone: 702-457-8886

PARENT HANDBOOK

Website: www.imstation247.com



Table Of Contents

1. COVER
2. TABLE OF CONTENTS
3. WELCOME
4. REGISTRATION PROCEDURES
5. CHILDREN'S & PARENT'S RIGHTS
6. CHILDREN & PARENTS' RIGHTS (CONTINUED) - SIGN
7. BEHAVIOR MANAGEMENT PHILOSOPHY
8. BEHAVIOR MANAGEMENT PHILOSOPHY (CONTINUED)
9. CHILD ABUSE REPORTING
10. OPEN DOOR POLICY FOR PARENT'S/LEGAL GUARDIANS
11. FIELD TRIP POLICIES
12. TRANSPORTATION POLICY
13. MEDICAL EMERGENCY PROCEDURES
14. ADMISSION POLICY
15. DEFINITIONS
16. HOURS OF OPERATIONS
17. ENROLLMENT POLICIES
18. ENROLLMENT FEE & CHILDCARE FEES
19. SLOT DEPOSIT
20. PAYMENT PROCEDURES
21. ATTENDANCE POLICIES
22. SUPPLIES
23. SUPPLIES (CONTINUED)
24. ARRIVALS & DEPARTURES
25. DIAPER POLICY
26. MEALS & SNACKS
27. LATE PICK-UP POLICY
28. ILL CHILDREN & MEDICATION
29. REMOVAL DUE TO ILLNESS
30. TOILET TRAINING YOUR CHILD & CLEANLINESS
31. HAND WASHING TIMES
32. EVACUATION PROCEDURES
33. TERMINATION POLICY
34. SMOKING POLICY
35. INFANT & TODDLER POLICIES
36. BEHAVIORAL MANAGEMENT PARENT AGREEMENT (SIGN)
37. PARENT HANDBOOK ACKNOWLEDGEMENT (SIGN)



Welcome to Imagination Station Early Learning Center 24/7 Childcare

This parent handbook has been created as an informative guide to outline the policies and procedures under which Imagination Station Early Learning Center operates as a licensed childcare center. (Revisions can be made at any time; please check with the center or online).

We welcome all children and their families regardless of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ancestry or disability. However, if at some point we recognize that this isn't the best fit for your child we will meet to discuss options.

We understand that you trust us to care for your child, and we take this responsibility very seriously. We look forward to the opportunity to care for your child, while providing a positive influence in their life.

Imagination Station Early Learning Center Staff consists of trained, qualified, nurturing personnel that are here to serve the needs of your child. All staff have CPR and 1st Aid training, as well as, Child Development; Signs and Symptoms of Illness with Bloodborne Pathogens; Reporting and Recognizing Child Abuse and Neglect; SIDS; Prevention of Shaken Baby Syndrome and Abusive Head Trauma; Administration of Medication and Allergies; Building and Physical Premises Safety; Emergency Preparedness; Transportation; and Obesity and Nutrition/Wellness.

To minimize confusion this handbook contains requirements that are necessary to assist you and our staff in maintaining an open line of communication. We believe that providing you with proper information prior to your child's first day will aid and assist. Our doors are open so feel free to discuss any questions, comments or make suggestions that you have with the Director.



Registration Procedures

Children may be enrolled from 6 weeks through 12 years of age, regardless of race, creed, or religious beliefs. The following forms are required by the state of Nevada 432A.350, and need to be read, completed and/or signed prior to enrollment:

1. Parent Handbook (read) Acknowledgement of Receipt (sign)
2. Child's Health Check Form (complete/sign/date)
3. Permission to Administer Medication Form (complete/sign/date)
4. Procure Registration (refer to website) imstation247.com
5. Enrollment Documents (Ask for packet)
6. Photocopy of parent's driver's license/ID
7. Updated shot records (Immunizations) *Please note that there may be families that do not vaccinate due to religious beliefs or medical reasons. If there is an outbreak, these children's parents will be notified and they will not be allowed to attend until all is clear.
8. Behavioral Management Parent Agreement (read/sign)



Children and Parents' Rights

All children receiving childcare services in a daycare center licensed pursuant to Nevada State laws shall have the following rights:

1. The right to be free from physical or mental abuse.
2. The right not to be subjected to abusive language or abusive punishment.
3. The right to be in the care of adults who shall meet their health, safety, and developmental needs.

Parents, custodians, or guardians of children specified in subsection (1) of this section shall have the following rights:

1. The right to have access to their children always when the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider.
2. The right to be provided with information about childcare regulatory standards if applicable where to direct questions about regulatory standards; and how to file a complaint.
3. The right to file a complaint against a childcare provider without any retribution against the parent, custodian, guardian, or child.



Children and Parent's Rights Continued

Parents, custodians, or guardians of children specified in subsection (1) of this section shall have the following rights:

1. The right to obtain information from licensing regarding any type of licensure denial, suspension, or revocation of an operator, and licensing reports that have found abuse or neglect by any childcare provider or any employee of a child-care provider. Identifying information regarding children and their families shall remain confidential.
2. The right to obtain information from licensing regarding the inspections and plans of correction of the daycare center, the family childcare home, or the provider or program receiving public funds within the past year.
3. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

The childcare provider who is licensed pursuant to Nevada State Laws or certified pursuant to Nevada State Laws shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian, or guardian of the child at the time of the child's enrollment in the program.

PARENT/LEGAL GUARDIAN SIGNATURE

DATE

ISELC DIRECTOR SIGNATURE

DATE



Behavior Management Philosophy

We provide a daily routine that is flexible, yet structured, to ensure that children are comfortable with their surroundings and expectations. Children's interactions with one another are carefully watched, giving us an opportunity to help instill common values within each child. Through sensitivity and understanding we strive to teach each child in our care, manners, kindness, and to be respectful towards others and their belongings.

When a child displays inappropriate behavior towards others, he or she is encouraged to make amends through a sincere apology, all in a sustained effort to help teach children the basic understanding of right from wrong. Additionally, sharing, taking turns, problem solving, and teamwork are stressed with equal importance, so that the children can learn to play harmoniously with one another while helping to lay the foundation for all social interactions to come later in life.

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. One of the ways in which we do this is by the examples we set as childcare providers. We understand that our actions and reactions speak much louder than our words. The children are explained the rules of the daycare frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them by exhibiting inappropriate behavior (hitting, aggression, etc.), hurts others, or property, the listed below appropriate guidance techniques will be used:

- 1. Positive Reinforcement**
- 2. Redirection**
- 3. Conference**
- 4. Last Resort**



Behavior Management Philosophy Continued

Positive Reinforcement:

- The child will be encouraged when he or she is demonstrating acceptable behavior.

Redirection:

- The child is redirected to another activity and given an opportunity to try again at another time.

Conference:

1. When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. A behavioral consult with additional resources will also be provided/discussed with the parent(s).

Last Resort:

2. After the conference, if the problem(s) cannot be resolved, arrangements will have to be made for the child to be withdrawn from Imagination Station Early Learning Center.

Please Note:

1. No child will be denied food as a punishment.
2. No child will be denied naptime as a punishment.
3. No child will be threatened.
4. No child will be belittled.
5. No child will be physically punished, even if the parent or legal guardian makes a request.



Child Abuse Reporting

Law requires us to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

- Physical abuse
- Sexual abuse
- Neglect
- Emotional abuse

If you believe you require assistance, please contact an abuse agency for assistance.



Open Door Policy For Parent's/Legal Guardians

Please feel free to come and go at any time throughout the day to visit your child.

We ask that you check in with the Director, so that we know you are in the building. We understand this is a partnership and welcome your input on the care of your child(ren).

Please keep in mind that routine or long visits can be disruptive to the other children in our care. From past experiences, children may have a hard time listening and following our directions if there is a disruption in routine.

However, if you or any other part of your family i.e. (visiting relatives from out of town grandparents, etc.) would like to come and visit or play with your child/children for an extended period of time, please take the child out of the daycare to places such as your home, a park, or on a walk, etc. No one can visit your child/children unless they are listed on the Enrollment form. After visiting, feel free to bring the child back to daycare.

Please note: Children leaving early will have to be signed out of the center.



Field Trip Policies

If your child will be taking a trip for more than 1 hour and requires that he or she be transported in a van, car, or bus, parents or legal guardians will be notified in writing in advance. You will be required to complete a permission slip and return it with your child. Children who have exhibited discipline concerns prior to the field trip will not be allowed to participate in that day's activity and the parent(s) will be notified if this occurs.

If you have any questions about the field trip or your child's participation, please ask your child's teacher or Director.



Transportation Policy

Imagination Station Early Learning Center will provide transportation to and from home or to school and from school for a weekly fee of \$20 per child “one-way”, and \$30 per child “round trip”. Each additional child after will be a charge of \$5 “one-way”, and \$10 “round trip”. Children that are required to have a car seat or booster seat need to be provided by the parent. Parents are required to bring children to the van for pickup, and required to be at the van when your child/children return.

Drivers will only take children to the child’s address of record on the Enrollment form completed by the parent or legal guardian.

You must call and provide a 24-hour notice that your child will not need transportation services for the day or a \$5 fee will be applied to your account. If a parent misses a pickup or drop off time, a warning will be issued once. On the second occurrence, additional fees will be applied. If a third occurrence happens, transportation services will be terminated.

If your child displays inappropriate behavior the following will occur:

- 1st action - Verbal warning (parent conference to discuss behavior)
- 2nd action - Suspension from transportation for 1-day*
- 3rd action - Suspension from transportation for 3-days*
- 4th action - Termination of transportation services

***You will still be required to pay transportation fees for these suspension days**



Medical Emergency Procedures

Emergency information is kept on file at the daycare. In case of illness or injury this information will be used to notify you or the person designated by you, of your child's status.

If your child is injured while at the daycare, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents as well as the Department of Social Services.

Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs. **It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current.**

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

- A phone call to 911 is made.
- Child's parent(s) (or emergency contacts) are called.
- Child is separated from the other children and appropriately cared for.
- Parent, provider, or ambulance takes the child and health records to the doctor or hospital.



Admissions Policy

Children are accepted for Enrollment based upon:

- Availability of spots in each classroom.**
- The child must be 6 weeks to 12 years of age.**
- Children must have an updated copy of their immunization record on file.**
- If your child receives childcare assistance from the State, we must have a copy of this authorization before your child's first day.**
- Affidavit regarding liability insurance (if applicable).**
- All required forms must be completed, signed, and turned in before the child's first day of attendance.**
- A registration fee in the amount of \$75.00 for 1 child, \$135 for 2, \$165 for 3, and \$200 for 4 or more is due upon completion of the enrollment application.**

*** ALL FEES ARE NON-REFUNDABLE**



Definitions

Full Time Childcare:

Friday through Thursday anytime for a contract specified period consisting of:

1. 10 hours per day
2. Seven days a week

Part Time Childcare:

Limited days of the week anytime for a contract specified period of 10 hours

Drop In Childcare:

Anytime for a specified period of time between:

1. Up to 10 hours
2. Charged per day

Infant:

Any child between birth and 5 months

Crawlers:

Any Child between 6 - 11 months

Ones:

Any Child between 12 - 23 months

Twos:

Any child between 24 - 35 months

Preschooler:

Any child 3 years

Pre-K:

Any child 4 and 5 years

School-Age Child:

Any child 6 and older



Hours Of Operation

Imagination Station Early Learning Center is a curriculum-based daycare that is open Monday through Sunday 24 hours per day. However, our weeks run Friday through Thursday. Your child's specific hours will be based on your contract with Imagination Station Early Learning Center. Changes to your child's schedule must be made 2 weeks in advance. Failure to do so consistently will be grounds for termination.

NOTE: Parents: during holidays like Thanksgiving, Christmas, 4th of July, etc., you must sign up in advance on the "holiday sign-up" sheet in order for your child to attend the center on that holiday!



Enrollment Policies

Listed below are several forms that Imagination Station Early Learning Center **MUST** have **BEFORE** we can admit your child/children to the center:

1. Enrollment Application completed and signed
2. State childcare authorization if your child receives childcare assistance
3. Parent Contract completed and signed
4. Parent Handbook receipt signed
5. Consent for Emergency Medical Treatment
6. Emergency Medical History
7. Parents Rights Notice Receipt (Sign)
8. Copy of Immunization Record & Insurance Card
9. Pre - Enrollment Package



Deposit, Enrollment & Childcare Fees

A non-refundable enrollment fee is due at time of enrollment. You can put down a non-refundable deposit equal to half or more of your enrollment fee to hold a slot.

Your specific rates will be outlined in your Contract and Rate Agreement in the Enrollment Package. You must sign the Parent Provider Contract/Enrollment application and thoroughly read the Parent handbook.

NOTE:

Please make Money Orders, and Cashier's Checks Payable to:

Imagination Station Early Learning Center

Cash

1. Cash is only to be DROPPED IN THE SECURE SAFE
2. No cash is to be given to any staff member
3. Receipts will be provided on your next visit

Tuition Express accepts:

VISA, MasterCard, American Express, Discover, ACH (Recurring Payments)



Slot Deposit

1. A Slot Deposit will apply for all spaces.
2. Childcare spaces will not be held longer than 1 week unless a security deposit of full weeks' tuition has been paid.
3. You will be required to pay the regular weekly fee for each week your child is not in attendance.
4. These monies are non-refundable should you withdraw your child before the contracted agreed upon start or restart date.
5. A 2 weeks' notice is required in order to withdraw your child or children from the center.



Payment Procedures

1. Payment must be made no later than 24-hours prior to your child's or children's start date.
2. Tuition is due weekly and must be paid no later than the Friday before the upcoming week is expected to begin.
3. A \$25 late fee will be assessed to your account by 12 noon on Monday's for payments not received on time.
4. Repeated late payments may be grounds for termination.

Note: Please make Money Orders, and Cashier's Checks Payable to:

Imagination Station Early Learning Center

Cash is only to be PLACED IN THE SECURE SAFE. Failure to pay will result in your child being removed from the center immediately.



Attendance Policies

Imagination Station Early Learning Center will not issue refunds or adjust any tuition for absences. Our staff will be on hand to provide service whether your child arrives or not; therefore, we are unable to reduce tuition. **A 2-week vacation (2 non-charged tuition weeks) is granted to all enrolled families after 8 months.**

Parents are still required to call and report his/her child's absence at least 1 hour prior to start time. If your child is placed in the hospital for an extended period of time, an adjustment will be made to your account. If the center must close due to an emergency you will be notified through the emergency contact number you have provided us and is recorded in your child's enrollment record. Therefore, it is imperative that you make certain we have your updated contact information. **Please note:** new contact information must be given to the Director, not the teacher.

In the event the center must close due to an emergency classified as an act of God, you will be notified through the local radio, TV stations, Police, fire department, or the emergency contact number you have listed on your child's enrollment forms in our office.



Supplies

Imagination Station Early Learning Center encourages parents to be proactive in determining your child's needs. We have provided a list below indicating age appropriate items:

INFANTS:

1. Bottles with pre-made formula labeled, and tops - **1 bottle per 3 hours so if your child is with us 8 hours please bring 3 full bottles**
2. 8 diapers per day in a bag labeled with child's name
3. Diapers & wipes labeled with child's name minimum of 24 per day
4. 3 sets of clean clothing labeled with child's name
5. Preferred Baby Food

TODDLERS and TWO'S:

1. 8 diapers and 24 wipes per day in a bag labeled with child's name
2. 8 Pull Ups per day in a bag labeled with child's name
3. 3 sets of clean clothing labeled with child's name
4. If your child is Potty Training, 4 complete changes of clothes will be required and no Pull-Ups, underwear only
5. 1 – small blanket labeled with child's name

3 & 4 - Year Old Children:

1. 1 – small blanket labeled with child's name
2. 2 – sets of clean clothing labeled with child's name



Supplies Continued

School Age Children:

1. 1 – small blanket labeled with child's name (if child take naps or stay overnight)
2. 1 – set of clean clothing labeled with child's name

Children Staying Overnight:

1. Pajamas labeled with child's name
2. 1 – small blanket labeled with child's name
3. 2 – sets of clean clothing labeled with child's name
4. If under age 3 – diapers & wipes



Arrivals & Departures

Please send your child to the center:

- Clean
- Dressed (no pajamas)
- Fed and ready for the day
- All your child's necessary supplies needed for that day's care

Please do not send the following with your child/children:

- Food
- Toys
- Half eaten breakfasts
- Breakfast bars
- Candy
- Gum
- Expensive personal items (jewelry, electronics/devices, clothes)

Please make your goodbye brief (no more than a couple of minutes), the longer you prolong departure the harder it gets for the parent; especially for your child.

DEPARTURES

- No one other than the parent or person designated by you will be allowed to pick up your child without **advanced written permission indicating the person's name and relationship to your child.**
- Minor siblings will not be allowed to exit the center with your children.
- Only authorized ADULTS will be allowed to leave the center with children.
- No friend or family member will be allowed to leave the center with your child unless we have your written consent on file.

If there is a court order keeping one parent away from the child, we must have a written note from the custodial parent in our file to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

Please be in control of your child during drop-off and pick-up times. Older siblings may not enter the Infant classrooms.



Diaper Policy

It is the parent's responsibility to provide the listed below:

1. Diapers
2. Wipes
3. Diaper cream – Please sign the medication consent form

It is also the parent's responsibility to check periodically to see if or when your child needs more diapers, wipes, and cream, (not the providers).

Each child has his or her own clearly labeled diaper bin, either in the infant/younger toddler room or older toddler/preschooler room, depending on the age of the child.

Diapers are checked frequently and changed every two hours or more if required.

Diapers containing #2 are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change. Hand washing of the childcare provider and child is performed after each diaper change.



Meals & Snacks

Each day we provide six nutritious well-balanced meals.

1. Breakfast
2. Lunch
3. Afternoon snack
4. Dinner
5. Evening snack
6. Early morning snack
7. Milk or juice is served with all the meals and snacks
8. Water is offered throughout the day

We cannot allow children to bring food in from home or restaurants. Any child entering the building during meal times will be fed. If your child has a special snack for a birthday celebration, please plan in advance with the Director.

PLEASE NOTE:

If a child has food allergies, we must have the Physician statement indicating the allergy.

The meals and snacks for each week constantly vary to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health. Children need to eat well-balanced meals in order to meet his or her daily energy needs and to help them build a strong body and mind. We know that a good food habit helps children prevent cavities, iron deficiency anemia, obesity, and all common nutritional problems that can occur in young children. The menus are posted in the school for viewing.



Late Pick-Up Policy

Imagination Station Early Learning Center is a daycare and is open every day: 24 hours 7 days a week. However, your child's specific hours will be based on your signed contract with Imagination Station Early Learning Center.

If you pick your child up late after thirty 30 minutes there will be a late charge assessed of \$12 for every hour over 10 hours (unless prior arrangements have been made).

This fee must be paid prior to your child returning the following week or with the next tuition payment. Please be courteous and arrive on time.

Failure to do so consistently will be grounds for termination.



ILL Children

For the health and safety of your child and all the children in our daycare, **please do not bring your child to daycare sick.** If you are not sure if your child should be brought to daycare, please call and check with us. If a child becomes ill during daycare hours the parents will be contacted to pick up their child. Parents need to pick up their children within one hour of being notified. If parents are not available, the emergency contact person will be notified. A child with any illness must be completely free of any symptoms for 24 hours without medication before returning to the daycare.

If the child is taking antibiotics for an illness, the child may return to daycare:

1. After the initial 24 hours of beginning antibiotics
2. If he or she has a slight to no fever (under 100F under the arm)
3. Is no longer contagious
4. If the child is feeling well enough to participate in the daily schedule

Medication

Our staff cannot give over the counter medications to the children per State law.

We will however give certain doctor prescribed medications to the children, of course given that they are no longer contagious, and only if the medication consent form has been signed.

Examples of these would be, antibiotics for ear infections. If you're not sure if we will administer a certain medication or not, please feel free to ask our front desk or management. **Note: Once the child is removed from daycare due to illness, they may not return to daycare until they are symptom free.**

The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in questioning is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule.



Removal Due To Illness

Signs of illness include the following:

1. Unusual lethargy
2. Irritability
3. Persistent crying for no reason
4. Runny nose (more than clear)
5. Cough (more than slight)
6. Difficulty breathing
7. Diarrhea
8. Vomiting
9. Mouth sores
10. Rashes (must have a note from doctor stating non-contagious is ok)
11. Pink eye
12. Chicken pox
13. Mumps
14. Measles
15. Roseola
16. Hepatitis A
17. Impetigo
18. Lice
19. Ringworm
20. Scabies
21. Strep throat
22. Scarlet fever
23. Tuberculosis
24. Shingles
25. VARIOUS contagious diseases or rashes

Any child with a fever of 101 degrees or above, orally (in the mouth), or (under the arm), may not attend daycare.

Please let us know if your child becomes infected with a contagious disease so parents can be notified.

Nevada State law requires that we notify parents of children who have been exposed to certain contagious diseases. A posting will also go on the classroom door.



Toilet Training Your Child

The staff at Imagination Station Early Learning Center is happy to encourage potty learning if the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare.

Parents will be required to supply several pairs of underwear and wipes. **Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups at home.**

Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet.

Cleanliness

We take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping Imagination Station Early Learning Center and the children in it as clean as possible, to help minimize and/or prevent the spread of germs. Imagination Station Early Learning Center is kept clean and disinfected at all times:

- We thoroughly clean surfaces that children come in close contact with using soap and water, and then a disinfectant.
- The high chairs are cleaned between each use, and the diaper changing tables are cleaned and disinfected between each diaper change.
- Toys are cleaned and disinfected often, and water-play tables are cleaned and disinfected before being filled with water and carefully supervised when in use.

Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day as well as the children's hands before and after engaging in activities.



Hand Washing Times

Imagination Station Early Learning Center STAFF WASHES THEIR HANDS:

- Before beginning work
- Immediately before handling food or feeding children
- After using the toilet
- After helping a child use the toilet
- After changing soiled clothing
- After changing diapers
- After encountering any bodily fluids
- After touching a wet or soiled diaper
- After cleaning a runny nose
- After cleaning spit
- After cleaning vomit
- After handling a pet or pet equipment
- Whenever hands are visibly dirty
- After cleaning a child, the room, toys, or bathroom
- Before giving medication or applying ointment
- After work

We help children wash their hands: Parents please wash your child/children hands before entering their classroom (this will cut down germ transfer especially during cold/flu season)

- Immediately before eating
- Immediately after eating
- After using the toilet or having soiled clothing or diaper changed
- Before and after using water tables
- After using play-dough or other substances
- After playing on the playground
- Whenever hands are visibly dirty
- Before going home



Evacuation Procedures

Evacuation plans are posted in the daycare. In an unlikely event, the children will be evacuated to an emergency location, you will be notified as soon as possible. A notice will be posted in the daycare with all information on the alternative site and directions to the emergency shelter will also be posted. Imagination Station Early Learning Center will hold the listed below scheduled drills for the children and Staff:

- Fire Drills
- Lockdown Drills (danger)
- Earthquake Drills
- Shelter in Place Drills (weather)

Any parent or legal guardian on the premises during the drills is required to either participate in the full drill or leave the premises immediately. **The front door will be locked during an active drill.**



Termination Policy

A two-weeks written notice from the parent or provider is required to terminate the contract, with the exception of gross misconduct on part of the provider, parent, or child. This is grounds for immediate discontinuation of service.

Imagination Station Early Learning Center reserves the right to terminate your child or children for the following reasons, but not limited to:

- Failure to pay tuition or fees
- Failure of a child to adjust to the child care center after a reasonable amount of time
- Physical or verbal abuse toward any person from a child or parent or family member
- Property abused by a child, parent or family member of the child or children
- Lack of compliance with any item in the Handbook and Enrollment Packet
- False information given by parent or legal guardian

PLEASE NOTE: In cases of non-payment, legal action may be taken, and the parents will pay all legal fees incurred.



Smoking Policy

We are a facility that provides care to a protected class of citizens-our children. Therefore, no smoking will be permitted on the school grounds at any time.



Infants and Toddlers

Infants are 6 weeks of age to 1 year if walking. Toddlers are children over 1 year of age and walking but less than 2 years of age.

Infants are fed on demand. However, we recognize that you are the parent or guardian and want to work with you. We will follow any schedules set forth if it meets the needs of the child. When they are hungry our natural nurturing response is to feed them. All bottles must be labeled with the child's full name and dated. The cover must have the matching initials. The child will be given a color for the day to be used on all his or her belongings.

Diapering is checked every two hours. If you prefer a more often schedule due to skin irritation, please seek management. They will note it in the computer and make sure the staff teaching in the Infant rooms are aware of this need.

Please bring several changes of clothes in case your child has a diapering mishap, eating mishap, spits up or vomits or just gets dirty. Please see the list on p 23 of this handbook.

Please note that all staff wash their hands and the children's hands before and after eating. The staff also wash their hands before and after diaper changes, and the child's hands are washed when complete as well. The staff wear gloves during the first phase of diapering and when serving meals. Cleaning and sanitation procedures occur in every classroom using soap and water to clean, a water rinse and then a bleach solution to air dry at least 5 minutes per public health regulations.

Infant children sleep in approved cribs. This crib will only be used for that child and is labeled. Cribs are sanitized after use and a new sheet is put on for the next child. Nothing can be in the crib except the child. If the child CANNOT roll over, a sleep sack may be used. No blankets are allowed, and all infants are placed on their backs to sleep. If they can roll over on their own, they will not be moved once asleep.

Toddlers sleep on Toddler sized approved cots. These cots are sanitized at the end of naps to be ready for the next day.

All Infant and Toddler parents will have access to a daily report. The original must stay in the building for our records per Nevada law, however we would be more than happy to make you a copy. Just bring it to the front when you get ready to leave. You may also take a photo with your phone. Twos and older may ask for a daily report and the original is yours to keep.



Behavioral Management Parent Agreement

The listed below procedures will be followed before a child is suspended or withdrawn from the center.

Positive Reinforcement:

- The child will be encouraged when he or she is demonstrating acceptable behavior.

Redirection:

- The child is redirected to another activity and given an opportunity to try again at another time.

Conference:

1. When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. A behavioral consult with additional resources will also be provided/discussed with the parent.

Last Resort:

2. After the conference, if the problem(s) cannot be resolved, arrangements will have to be made for the child to be withdrawn from Imagination Station Early Learning Center.
Please note: No child will be allowed to hit a teacher under any circumstances. If a child hits a teacher, the parent will be notified to come pick up his/her child immediately and the child will be automatically suspended for 3 days/or terminated depending upon severity.

Please Note:

1. No child will be denied food as a punishment.
2. No child will be denied naptime as a punishment.
3. No child will be threatened.
4. No child will be belittled.
5. No child will be physically punished, even if the parent or legal guardian makes a request.

PARENT/LEGAL GUARDIAN SIGNATURE

DATE

ISELC DIRECTOR SIGNATURE

DATE



Parent Handbook Acknowledgement

The undersigned do hereby state that we have been informed that the Parent Handbook is available online at: www.imstation247.com. As the parent/legal guardian, I or we agree to comply with all provisions contained herein.

I or we understand that the Handbook may be changed by Imagination Station Early Learning Center at any time, and it is my/our responsibility to review changes.

PARENT/LEGAL GUARDIAN SIGNATURE

DATE

ISELC DIRECTOR SIGNATURE

DATE