

# Imprints Cares

*A Premier Before & After School Program™*

2011 – 2012

## Before and After School Care

*Elementary Schools*

Enroll your child in our before and after school program brought to you by Imprints. ***Children will be cared for at the school by the school staff.*** The program includes a snack, time dedicated to homework, play, relaxation and special activities.

***Where-*** School Site

***Staff-*** Teachers and Assistants

***Hours of Operation-*** Mornings: 6:30 am to start of school day  
Afternoons: End of school day to 6:00 pm

***Cost-*** \$40 nonrefundable registration fee  
\$60 per month, per child, mornings only  
\$200 per month, per child, afternoons only  
\$225 per month, per child, both  
“Drop-in” services available upon request

To register, complete the application form and submit it with your \$40 registration fee to Imprints. For more information contact Janelle Williams, Imprints Cares Administrator, at 336-722-6296 Ext 223 or [jwilliams@ImprintsCares.org](mailto:jwilliams@ImprintsCares.org). For more about Imprints, visit us on the web at [www.ImprintsCares.org](http://www.ImprintsCares.org).



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502 N. Broad Street Winston-Salem, N.C. 27101



# IMPRINTS

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## Program Information

### *Imprints Cares Before and After School Care*

#### **Schools of operation**

##### ***Elementary Schools***

Ibrahim Elementary

Old Richmond Elementary

Union Cross Elementary

Jefferson Elementary

Piney Grove Elementary

Meadowlark Elementary

South Fork Elementary

##### ***The Centers for Exceptional Children***

The Children's Center

The Special Children's School

##### ***Middle Schools***

Meadowlark Middle

#### **Hours of operation**

Mornings: 6:30 am until school begins

Afternoons: End of school day until 6:00 pm

#### **Fees**

##### **Do not send payments with your child to school.**

\$40 annual, nonrefundable registration fee

\$60 per month, per child, morning only

\$200 per month, per child, afternoon only

\$225 per month, per child, morning/afternoon

"Drop-in" services are available upon request.

*Sibling discount: \$10 per sibling*

##### **Please choose the following options for payments:**

- personal/certified check, money order or cash dropped in the locked box at the school
- online payments through our website including monthly draft
- mail payments to Imprints office

##### **Payments are due the last day of the month for the upcoming month of child care.**

**(ex. September payment due August 31<sup>st</sup>)**

*Receipts for payment and tax information will be emailed/mailed to parent who is listed as responsible party.*

#### **School closings/late openings due to inclement weather**

- **When school is closed due to inclement weather, the before and after school program will be closed.**
- When school is dismissed early due to inclement weather, the after school program will operate. **Parents will be contacted if conditions continue to worsen.**
- If school is **delayed** Before School Care will operate on a regular schedule.

#### **Teacher Workdays**

Care will be provided when children are out for teacher workdays at no additional charge.

**No care will be provided on days that are designated by the school system as holidays.**

We look forward to serving you and your family! Please contact us if you have any questions.

Janelle Williams

Imprints Cares Administrator

336-722-6296 Ext 223

[jwilliams@ImprintsCares.org](mailto:jwilliams@ImprintsCares.org)



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## **Discipline Policy**

### *Imprints Cares Before and After School Care*

Imprints Before and After School Care is committed to providing a nurturing, relaxing and safe environment for students before and after school. We make every effort to help students complete their homework, understand areas where they might need extra help, and enjoy new and fun experiences.

The safety of your child is important to us. In order to provide a safe and enjoyable experience for all children, positive behavior is expected from everyone. Students are expected to follow directions of the adult in charge. Students are expected to remain in the appropriate area with the group to which they are assigned. A student who repeatedly breaks school and Before and After School Care rules will be given a written discipline action form and will be in danger of being released from the program as follows.

#### **First Discipline Notice**

After several verbal warnings to the child, parents will receive written notification that their child has been disruptive in the program, with the indication that a long-term change in behavior is expected from the child.

#### **Second Discipline Notice**

If no long-term behavior changes are exhibited by the child after the first notice, a second notice will be sent. The child will also be suspended from the program for three days after the second notice.

#### **Third Discipline Notice**

If the child's behavior does not improve, a third notice will be sent. The child will also be suspended from the program for five days after the notice.

#### **Fourth Discipline notice**

If the child's behavior does not improve, a fourth discipline notice will be sent home, and the child will be permanently removed from Before and After School Care.

Please note: NO refunds are given for time spent on suspension from the program, or if the student is permanently removed from Before and After School Care.

#### **Severe Clause**

In the event of fighting, excessive bullying, use of profanity or disrespect to adults, a student may be expelled from Before and After School Care without a prior discipline notice. The length of the suspension will be based on the severity of the incident and at the Program Director's discretion.

If you have any questions about our discipline policy, please contact us. We look forward to serving you and your family!

Janelle Williams  
Imprints Cares Administrator  
336-722-6296 Ext 223  
[jwilliams@ImprintsCares.org](mailto:jwilliams@ImprintsCares.org)



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**Elementary Schools  
Application**

*Imprints Cares Before and After School Care*

**Child's Information**

Child's school: \_\_\_\_\_ grade \_\_\_\_ teacher \_\_\_\_\_

**CHILD'S NAME** \_\_\_\_\_ **DOB** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Child's Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_ Home phone \_\_\_\_\_

Father's Information

Name \_\_\_\_\_ daytime/cell phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Mother's Information

Name \_\_\_\_\_ daytime/cell phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

**Level of Services Requested**

Start Date \_\_\_\_\_

**Full-time:**

\_\_\_ AM only \_\_\_ PM only \_\_\_ AM/PM

**Occasional Drop - in:**

\_\_\_ yes \_\_\_ no

**Emergency Information**

Medical issues (known allergies, medication, etc.) \_\_\_\_\_

Hospital Preference: \_\_\_\_\_ First contact in case of emergency \_\_\_\_\_

Additional people who are authorized to pick up my child from Imprints Cares Before and After School Care:

Name \_\_\_\_\_ phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ phone \_\_\_\_\_ Relationship \_\_\_\_\_

Custody issues \_\_\_\_\_

For your child to be enrolled all boxes must be checked.

- I have read, agree to, and will adhere to the financial terms.
- I have read and will support the discipline policy.
- I have read the program information page.
- My signature indicates I am responsible for payment and will keep the account current.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



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## Financial Term Agreement Reminder *Imprints Cares Before and After School Care*

Child's Name: \_\_\_\_\_

Upon enrolling my child in Imprints Before and After School Care, I understand and agree to the following:

I am enrolling my child in the Imprints program and am therefore considered the responsible party. \_\_\_\_\_ (initial)

I agree to pay the specified annual, nonrefundable registration fee. \_\_\_\_\_ (initial)

**All payments are due the last day of the month for the upcoming month of child care, with a two-day grace period.** Failure to pay may result in dismissal of your child from the program. \_\_\_\_\_ (initial)

Charges for late payment: 1<sup>st</sup> late payment - No charged assessed  
2<sup>nd</sup> late payment - \$25 fee charged to account  
3<sup>rd</sup> late payment - dismissal from program until outstanding balance is paid in full

I will abide by the schedule of charges for late payments. \_\_\_\_\_ (initial)

Returned checks are considered a delinquent payment regardless of when they are received. Staff will notify parents of a returned check. I will be assessed up to a \$25 service charge for any returned check. \_\_\_\_\_ (initial)

My child will be removed from the program after two returned checks. \_\_\_\_\_ (initial)

**No credit or transfers are given for absences or snow days.** \_\_\_\_\_ (initial)

I will notify Imprints Cares at [jwilliams@ImprintsCares.org](mailto:jwilliams@ImprintsCares.org) 2 weeks prior to withdrawing my child from the program. \_\_\_\_\_ (initial)

My child may be removed from the program if I do not adhere to these terms. \_\_\_\_ (initial)

I certify that I have read the financial agreement and agree to the terms as described.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Please call with questions:

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Imprints Cares Administrator  
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