

Imprints Cares

A Premier Before & After School Program

2010 – 2011 Before and After School Care

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.

<i>Where-</i>	School Site
<i>Caregivers-</i>	Teachers and Assistants
<i>When-</i>	Mornings: 6:30 am to start of school day Afternoons: End of school day to 6:00 pm
<i>Cost-</i>	\$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, Program Coordinator, at 336-722-6296 Ext 223 or jwilliams@ImprintsCares.org.

For more about Imprints, visit us on the web at www.ImprintsCares.org.





IMPRINTS

stronger families. stronger communities.

Program Information

Imprints Cares Before and After School Care

Schools of operation

Jefferson Elementary

Piney Grove Elementary

The Children's Center

Meadowlark Elementary

South Fork Elementary

Old Richmond Elementary

Union Cross Elementary

Hours of operation

Mornings: 6:30 am until school begins

Afternoons: End of school day until 6:00 pm

Drop Off and Pick Up Policy

Children may not be dropped off before 6:30 am. Children must be picked up by 6:00 pm.

Fees

\$40 nonrefundable registration fee

\$60 per month, per child, morning only

\$200 per month, per child, afternoon only

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

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 31st).

Sibling discount: \$10 per sibling.

"Drop-in" services available upon request.

Do not send payments with your child to school.

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

Program Coordinator

Imprints Before and After School Care

336-722-6296 Ext 223

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

Program Coordinator

Imprints Before and After School Care

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Application

Imprints Cares Before and After School Care

Select your child's school:

Jefferson Elementary Meadowlark Elementary Old Richmond Elementary

Piney Grove Elementary South Fork Elementary Union Cross Elementary

The Children's Center

CHILD'S NAME _____ grade _____ teacher _____

Address _____

City _____ state _____ ZIP _____

Home phone _____ E-mail _____

Father's name _____ daytime phone _____

Mother's name _____ daytime phone _____

Services Requested

Start Date _____

AM only PM only AM/PM Drop - in (am or pm)

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 Before and After School Care:

Name _____ phone _____ Relationship _____

Name _____ phone _____ Relationship _____

Name _____ phone _____ Relationship _____

Custody issues _____

- I have read and agree to the financial terms.
- I have read and will support the discipline policy.
- I have read the program information page.

Parent signature

date



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 agree to pay the specified nonrefundable one-time registration fee. ____ (initial)

All payments are due the last day of the month for the following month of child care, with a two-day grace period. Failure to pay may result in dismissal of your child from the program. _____ (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 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

Person(s) responsible for payment other than applicant:

Name: _____

Address: _____

Email Address: _____

_____ Please email monthly receipts. I have provided a current email address.

Please call with questions:

Janelle Williams
Program Coordinator
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