



**Imagine Schools at West Gilbert
Before and After School
Pre-K Programs and Procedures Handbook
2010-2011**



**2061 S. Gilbert Rd.
Gilbert, AZ 85295
(480) 855-2700
Cell # 480-206-6538**

The school prohibits discrimination against current or prospective students and employees on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, or any other legally protected characteristic.

IMAGINE SCHOOLS @ WEST GILBERT BEFORE AND AFTER SCHOOL AND PRE-K PROGRAMS POLICIES AND PROCEDURES

DESCRIPTION OF SERVICES

Imagine Schools at West Gilbert offers Before and After School Care and Pre-K where your child will have the opportunity to make new friends and participate in daily activities in the areas of arts and crafts, sports and fitness, technology, and social recreation. Your child will be supervised at all times by qualified staff.

CONTACT INFORMATION

Director: Pamela Bell
Phone Number: 480-206-6538

HOURS OF OPERATION

Before School: Monday – Friday 6:30 AM – 8:00 AM

After School: Monday – Friday 2:45 PM – 6:00 PM (Pre-K, Kindergarten, and First
Grades)

Monday – Friday 3:15 PM – 6:00 PM (Second grade and up)

Pre-K Monday – Friday 8:30 AM – 2:45 PM (Full day)

Monday – Friday 8:30 AM – 11:45 AM (Half day)

After Care will be provided on all scheduled half days, with the exception of the day before Thanksgiving. There will be no Aftercare on this day.

Before and After care **will not** be provided on no school days.

There will be no childcare provided during fall, winter, and spring breaks.

ENROLLMENT PROCEDURES

The following forms must be filled out completely before your child is eligible to begin the Before & After Care and Pre-K programs:

1. Imagine Schools at West Gilbert Contract
2. Department of Health Services (EIIR) Blue Card
3. Enrollment Packet (Pre-K only)
4. Signed Policies and Procedures

The registration fee and the first month's payment are required before your child may attend the program. In addition, you may not start an enrollment with any balance due. Enrollments for Before/After Care beginning on or before the 15th of the month will result in a full month's charge. Enrollments beginning after the 15th of the month will be charged ½ month for the first month. Pre-K enrollments will be pro-rated on a daily basis.

All enrollments must be approved by the Program Director.

DISCONTINUING SERVICE PROCEDURES

To discontinue service with the Imagine Schools at West Gilbert Before & After Care and/or Pre-K, a parent or legal guardian must notify the Program Director in writing at least 14 days before the child's last day in the program. If we are not notified in the proper manner, you may be liable for any charges that accrue to your account.

CHARGES, FEES, AND PAYMENT REQUIREMENTS

All charges and fees are based on the number of school days in session during the school year. Breaks are **not calculated in these days**.

BEFORE CARE PROGRAM.....\$1000.00 YEARLY (divided into 10 monthly payments of **\$100** each)

AFTER CARE PROGRAM.....\$ 2250.00 YEARLY (divided into 10 monthly payments of **\$225** each)

BOTH BEFORE AND AFTER CARE....\$2750.00 YEARLY (divided into 10 monthly payments of **\$275** each)

Please see samples of contracts located in the back of this handbook.

Payments are due the 1st of each month for that month. Any account not paid in full and on time will be charged a \$20 late fee . Any account not paid in full by the 11th of the month will result in disenrollment.

Your child will be allowed to re-enroll in the program provided the following conditions are met:

1. Your account is paid in full.
2. The space is still available.
3. The enrollment is approved by the Program Director.

CHILD SIGN IN & OUT PROCEDURES

All children MUST be signed in and out EVERYDAY by a parent /guardian or another authorized adult. Each child will have their own sign in/out sheet the authorized adult will sign. Each day must be filled out with date, time, and signature of the adult. **ALL SIGNATURES MUST BE FIRST INITIAL AND FULL LAST NAME OR FULL FIRST AND LAST NAME. THE STATE WILL NOT ACCEPT JUST INITIALS OR JUST FIRST NAMES OR JUST LAST NAMES.**

If you fail to sign in/out on a repeated basis, your child may be terminated from the program. These sheets are audited by the state and must be complete and correct. An employee of the Before & After Care or Pre-K program will sign out each child when school begins and sign in each child when school is dismissed.

DISCIPLINE GUIDELINES

Children are expected to follow the Before & After School and Pre-K Program rules and regulations. They are expected to respect the school, the employees, fellow children, and themselves. They are expected to follow all rules and regulations set forth in the school's handbook given to every student and parent upon enrollment in Imagine at West Gilbert School. Children who consistently fail to follow program policies may be suspended and can be denied entry into the programs we offer. When a child is suspended, the Director will notify the parent/guardian immediately. Arrangements must be made to have the child picked up from school immediately. A meeting must be arranged with the Director, parent/guardian, and child before he/she is allowed to return to the program. Any child displaying behavior which results in or threatens to result in damage to him/her, another child, the building, or any school property will be suspended from the program for a minimum of three days. No fees will be refunded. Continued threatening or damaging behavior will result in expulsion from the program.

TRANSPORTATION

It is the responsibility of the parent/guardian to make travel arrangements to and from the Before & After School Programs. Employees are NOT allowed to give children a ride to or from the program.

If a child is to be picked up by someone who is not on the emergency blue card, you must provide the **Director** in writing or with a phone call the following information:

1. Name of person picking up
2. What day he/she will be picking up your child

Without this information, we are not legally allowed to release your child. Please inform the person picking up your child to be prepared to show picture ID.

FIELD TRIPS

At this time, the Before and After School Program will not be taking field trips. The Pre-K, however, participate in several field trips yearly. Guidelines for these trips will be sent home by the teacher to parents before each trip.

PARENT/GUARDIAN RESPONSIBILITIES & CODE OF CONDUCT

The Before and After Care and Pre-K employees of Imagine Schools at West Gilbert are happy to help parents/guardians with any questions, concerns, or suggestions you may have. We realize a parent needs to feel his/her child is receiving the best possible programs in a safe environment and has the right to inquire and observe the facility. Any questions or complaints should be addressed to the Program Director or School Principal. They will be happy to address your concerns if time permits, or set up a meeting to further review the situation. However, any persons who engage in disorderly conduct of any kind, such as use of speech/language that is offensive/inappropriate, physical abuse, or threat of harm in any way to any child/employee/ volunteer will be subject to removal and possible exclusion from the facility.

Parents are also required to pay all fees on time to ensure uninterrupted service. A parent/guardian **MUST** sign in and out each child everyday they attend the program.

LIABILITY INSURANCE

The Before and After Care and Pre-K Programs are run by Imagine Schools at West Gilbert. We are covered through the insurance purchased through the school. For more information, please speak with the Program Director.

EMERGENCY MEDICAL PROCEDURES

In case of emergency, the following procedures will be taken:

1. Injured child will be assessed by the Director
2. Employees will treat the child to make him/her as comfortable as possible (apply ice, clean cuts, etc.)
3. If injury is deemed life threatening, 911 will be contacted immediately
4. Parent/Guardian will be contacted immediately after 911 to inform them of the situation
5. If injury is deemed non-life threatening, parent/guardian will be contacted immediately to inform them of the injury
6. Paperwork will be filled out by the employee before the parent or paramedics arrive
7. Necessary paperwork is sent with parents and paramedics upon leaving the facility

MEDICAL ADMINISTRATION PROCEDURES

We request parents make arrangements for all medications to be administered during school hours only and not during before/after care hours. However, if this is not possible, the following procedures must be followed:

1. A medication consent form must be on file
2. The medicine must be provided to the program in it's original container with the child's name, times medicine must be dispensed, and the dosage .
3. Medicine will be kept in a locked box to which only the Director will have a key
4. Children are responsible for remembering to take their medicine at the appropriate times from the Director

DESCRIPTION OF ACTIVITIES & PROGRAMS

Participants in the Before/After care programs will have the opportunity to participate in a variety of activities. Each day, the children will be separated into individual age groups so the staff is able to offer age appropriate activities to all participants. Below is a sample of a daily schedule:

AFTERCARE:

3:15-3:30 CHECK IN
3:30-4:00 HOMEWORK AND OR QUIET TIME
4:00 – 4:30 SNACK TIME
4:30-5:15 LESSON AND/OR CENTERS
5:15-5:45 RECESS
5:45-6:00 CLEAN UP...HEAD FOR HOME

HOMEWORK AND OR QUIET TIME.....All children are given this time to work on their homework assignments. The after care teacher will be there to help them in any way. Please keep in mind the aftercare staff has no way of knowing what children have homework for the day or what the assignments are. It is the student's responsibility to bring their assignments with them and utilize this time for homework. If a child chooses not to do homework, he/she is required to spend this time in required school reading or participate in some other quiet activity such as drawing, so that others may have an atmosphere conducive to study. If your child brings home work you feel should have been completed during aftercare, please do not hesitate to discuss this with their aftercare teacher. Every attempt will be made to remedy the situation.

LESSON AND/OR CENTERS.....Lesson plans and centers may consist of: arts and crafts, learning games, board games, cooperative games, playdough, white boards, beading, making potholders, legos, blocks, activity centers, puzzles, painting, computers, etc.

All lesson plans for each grade level are posted in the classroom for each week.

Please see following pages for samples of Pre-K daily schedules and lesson plans.

Pre-K Schedule

8:15-8:30 Arrival/Read aloud
8:30-8:45 Recess/water Break
8:50-9:10 Calendar/ Good Morning Song
9:15-9:30 Journaling
9:30-9:45 Washing Hands/ Snack
9:55-10:10 Read Aloud (Theme Story)
10:15-11:15 Morning Centers
11:15-11:30 Theme Game or Story
11:30-11:45 Lunch Recess
11:50-12:00 Washing Hands/Water
12:00-12:20 Lunch
12:20-12:30 Bathroom Breaks
12:30-1:45 Quiet Rest Time
1:45-1:50 Rest Time Clean-up
1:50-2:00 Read Aloud
2:00-2:30 Afternoon Centers
2:30-2:45 Wrap-Up/Goodbye Song
2:45 Pick Up Time

Pre-K Sample Lesson Plans

Story Time:

| author Bolwell

It's Snowing

A

Snowy Day | author Nelson

Music & Movement::

and Pop

Song... Twist

Noisy

New Year

Math: (Houghton Mifflin)
length...short, shorter,

Refresher on

Shortest

Writing:

Letter P

Art:

Painting...Ice Castle

Science and Social Studies: Make Frost

*Additional Activities: Make mugs of hot
chocolate*

**INSPECTION REPORTS ARE AVAILABLE IN THE
OFFICE UPON REQUEST**

**THE BEFORE/AFTER CARE AND PRE-K PROGRAMS AT
IMAGINE SCHOOLS AT WEST GILBERT ARE
LICENSED AND REGULATED BY:**

**THE ARIZONA DEPARTMENT OF HEALTH SERVICES
DIVISION OF LICENSING SERVICES
OFFICE OF CHILD CARE LICENSING
150 N. 18TH AVENUE SUITE 400
PHOENIX, AZ 85007-3244**

PHONE: 602-364-2536
FAX: 602-364-4768

POLICY AGREEMENT

By enrolling my child in the Before and After Care and Pre-K Program at Imagine Schools @ West Gilbert, I certify that I have read and agree to all policies and procedures set forth in the Imagine Schools @ West Gilbert Before and After Care/Pre-K Parent and Student Handbook.

Children's Name: _____
(please print) _____

Parent's Names: _____

Signatures: _____

Please sign and return with blue card and contract.

The Before and After School Program 2010/2011

The Before and After School Program is designed to provide a safe, structured, and supervised environment for your children. Children will participate in planned and supervised age-appropriate activities throughout the sessions in addition to having time set aside for homework. Cereal will be available upon request in the mornings. Snacks will be served every afternoon.

Payment Plan

Please check all that apply:

_____ \$50.00 per family deposit
(This deposit is non-refundable)

Before School 6:30 a.m. – 8:15 a.m.

_____ \$1000.00 Yearly divided into 10 monthly payments of
\$100 each

After School 3:15 p.m. – 6:00 p.m.

_____ \$ 2250.00 Yearly divided into 10 monthly payments of
\$225 each

Before and After School

_____ \$ 2750.00 Yearly divided into 10 monthly payments of
\$275 each

There will be no occasional enrollments or drop-ins. You must be registered on a full time basis in order to attend.

Childcare will not be provided during fall, winter, or spring breaks.

Payment and Registration Agreement:

As part of this registration, the child and his or her parents or guardians agree to the following:

1. All above fees are based on the number of school days in session during the school year and then divided into 10 monthly payments.
Breaks are NOT included in these school days. Therefore the monthly payment for each month in which a break occurs will be the same as all other months.
2. **Tuition is due the 1st of every month. If payment is not paid in full and on time, your child will be disenrolled from the program.**
3. Children must be picked up by 6:00 p.m. to avoid additional charges. A late fee of \$2.00 per minute per child will be assessed for every minute after 6:00 p.m.
4. **Two weeks written notice** is required to withdraw your child from the program. If we are not notified in the proper manner, you may be liable for any charges that accrue on your account. Your account must be paid in full. Accounts left in default will be turned over to collections.

Student _____ Date of Birth _____

Grade for 2010-11 _____ Gender: Female ___ Male _____

Address: _____

Emergency Phone: _____

Parent /Guardian Name (Please Print) _____

Parent/Guardian Signature _____

Person responsible for payment (Please Print) _____

Person responsible for payment signature _____