

Brandi Webber, Owner - 7119 N Portsmouth Ave. Portland OR 97203  
503-283-0229

## Welcome Parents to **Imagination Station Daycare!**

Dear Parents,

Thank you for choosing Imagination Station Daycare Center for your childcare provider. I am confident that your child will receive the finest care and have the best time learning and growing with us!

After graduating from Northwest Nannies Inc. and using that knowledge to nanny for 5 years, work in a preschool, starting a home based daycare, and becoming a parent, I have realized the importance of quality childcare. I want to maintain the quality of care that I have always provided. As a parent I have experienced the difficulties in finding the right childcare facility for my family. I understand the stress and concerns parents go through during this time. Here at Imagination Station Daycare, we want to assist families in any way possible to make sure this time is stress free and is a comfortable transition for you and your family.

Imagination Station Daycare Center is based on my past experiences as a nanny and present knowledge as a childcare provider and parent. My program incorporates learning with nurturing that is appropriate for all ages. Imagination Station has specially trained staff that will become familiar with your child to help meet his or her own specific needs. Our mission is to provide top-notch level childcare to the families in our community and provide children a safe, fun, learning environment that fulfills every area of growth a young imagination needs.

If you have any questions or concerns feel free to communicate them at anytime. We look forward to serving you with the best of our abilities!

Sincerely,

Brandi Webber, Owner

## **Program Policies**

\*These policies are necessary to ensure a safe and comfortable environment for all involved. Please read them carefully. All parents with a child in care are expected to follow these policies. Please note your signature indicates that you have read and understand all policies. Please feel free to ask any questions.\*

### **Daily Curriculum**

All age groups use the Early Start Curriculum and follow daily routines. The daily schedule is flexible due to the needs of the children or to accommodate any other changes that may occur during the day. All age groups have a variety of activities that include circle time, calendar, sensory activities, songs & finger-plays, arts & crafts, puzzles, blocks and much more.

### **What to Bring**

Imagination Station Daycare Center is a full services child care facility that provides a variety of supplies for day to day activities. We ask that you **provide a change of clothes** that will be kept in your child's cubby. Please be sure to always dress your child in weather appropriate clothing. If your child is in diapers, **please provide a supply of diapers**. For infants, please be sure to supply us with **plenty of formula or breast milk**. If your child has a **special 'lovey' or blanket for nap time**, you may leave that as well. Imagination Station provides a morning and afternoon snack and the **parent provides lunch**. Please do not bring special toys from home unless your child has a Sharing Day. Imagination Station will not be held liable for any lost or broken belongings.

### **Registration**

Upon Enrollment, you will be asked to pay a \$45/per child Registration Fee, and return the following forms completed before care is given:

- |                                |   |
|--------------------------------|---|
| <b>1. Program Policies</b>     | <b>4. Child Enrollment &amp; Authorization Form</b> |
| <b>2. Agreement Form</b>       | <b>5. Immunization Form</b>                         |
| <b>3. Web Cam Consent Form</b> | <b>6. Registration &amp; Tuition Payment</b>        |

### **Hours of Operation**

Imagination Station will open at 7:00AM and pick up time is no later than 6:00PM. If you are late picking up your child, you will be charged a late pick up fee of \$1/minute past closing time.

### **Payment**

Payment is due on or before the first of each month. You may pay by cash or check. If a payment is not paid by the 10<sup>th</sup> you will be charged a \$25 late fee. If you can not make a payment please keep the child home until a payment can be made. If a check is returned, you will be charged \$35 for a returned check fee. If two checks have been returned, you will pay the returned check fee and be asked to pay with cash in the future. As your child gets older, the price goes down. **It's the parents responsibility to make adjustments to their child's tuition payment.**

## Payment

If you ask for a new price quote before the 15<sup>th</sup> and the child's birthday is before the 15<sup>th</sup> of the month, we will provide you a new price quote for that month. If a price adjustment is communicated after the 15<sup>th</sup>, the new price quote will begin the following month. If your child's birthday is after the 15<sup>th</sup> of the month, your new price quote will begin the following month.

## All Organic or All Natural Snacks

We provide a morning and afternoon snack, parents provide their child's lunch. Please make sure the lunch you provide is easy to serve. We can heat up an entrée in their lunch but will not slice fruit, prepare boxed foods or assemble sandwiches, etc. TV dinners or Easy Macs are not preferred because they take a long time to heat. If you provide one of these meals, they will be prepared last. The snacks we provide are kid friendly and follow USDA food guidelines. We try to provide all natural or organic as much as possible but sometimes food items will be substituted for another brand. If your child has a special or restricted diet other than what we serve, you are asked to provide those snacks. If your child is dropped off after 9:45AM, it is your responsibility to feed your child breakfast. **WE DO NOT SERVE PEANUT PRODUCTS. PLEASE DO NOT PACK ANYTHING CONTAINING OR MADE IN A FACILITY THAT MANUFACTURES PEANUT ITEMS IN YOUR CHILDS LUNCH. IF YOUR CHILD HAS ANY FOOD ALLERGIES, PLEASE NOTE IT ON YOUR REGISTRATION FORM AND VERBILALLY NOTIFY US.**

## Illness

If your child is contagiously sick he or she will not be admitted into school. If your child is ill, you will need to find alternative childcare arrangements and tuition payments stay the same. When the child is no longer contagious and is healthy enough to actively play with other children, he or she may come back to daycare. This helps protect the health and well being of ALL the children and their families. It also enables us to provide the best possible environment for our school. These are common symptoms that a child is contagious:

- |  |              |
|--|--------------|
| -first 24 hours of active coughing or sneezing | -sore throat |
| - discharge from eyes or ears                  | -diarrhea    |
| -first 1-2 days of runny nose                  | -vomiting    |
| -rash accompanied by another symptom           | -temperature |

**If your child develops a TEMERATURE at daycare, he /she will need to be kept home for at least 24 hours after last temperature over 100 degrees**

Young children, especially those first attending daycare, often experience a number of minor health complaints. Imagination Station Daycare makes every effort to control the spread of germs by frequent hand washing & sanitizing. Please do not become alarmed if your child develops multiple colds, it can take weeks or months for children to develop immunities to "new germs".

## **Holidays and Absences**

If your child is absent for any reason, sick or on vacation, you will still be charged the normal rate. The following are paid holidays for Imagination Station. On these days, daycare will be closed and you may need to find alternative childcare:

- New Years Day**
- Memorial Day**
- Labor Day**
- Thanksgiving Day & Day after**
- JULY 4<sup>TH</sup>**
- Christmas Eve, Day & Day After (24<sup>th</sup> 25<sup>th</sup> & 26<sup>th</sup>)**
- Summer Vacation** (it is always the second FULL week in August)

## **Weather Conditions**

To ensure the safety of our staff, Portsmouth Trinity Lutheran Church, and our families, the snow closure policy will be the same as Portland Public Schools. When Portland Public Schools are closed due to a weather condition, we will be closed as well. However, if transportation is not dangerous and our staff can arrive safely, we will be open. If we remain open on these days, our hours may vary depending on the weather conditions. Please keep the numbers below available when there is a question about a possible snow closure. You may call as early as you need. Also remember payment will not be reimbursed or carried over on these days.

Brandi's Cell #503-839-7877

Rena's Cell #360-977-1126

## **Arrival and Departure**

It is very important to sign your child in and out everyday. This information is used during emergencies and events. Please be sure a teacher is aware of your child's arrival before your own departure. Your child can only be released to you or someone noted on your registration form. Anyone besides yourself will be ID'd upon pick up, so please remind them to have any form of identification. Please notify us when someone besides yourself will be picking up your child.

## **Guidance Policy**

Children of new clients will be placed in our care on a 2-week trial basis. This allows both parties to get acquainted with each other and see if Imagination Station will be a good fit. During this time, both parties have the right and opportunity to terminate the agreement without the months notice. If challenging or disruptive behavior happens, our staff will encourage the children to use their words to work out the problem first. Depending on the behavior, temperament and age of child, we also try distraction, giving choices, and lastly, having some time to calm down. Our 'calm down time' is just an opportunity for the child to be taken out of the upsetting situation, then come back when they feel ready to make better choices. Calm down times are usually isolated from other children and the child can read, color or simply relax. A privilege can also be taken away if the teacher feels it is necessary. The child will be reminded before they have a calm down time or before a privilege is taken away to give them an opportunity to make a good choice. This encourages important decision making and social problem solving skills for the child and helps them feel confident and in charge of making the right choices.

## **Television**

Viewing of the TV is very limited. A video may be offered during holidays as they may be related to our theme of the month or for part of our curriculum. A notice will be posted before a video is viewed for you to give your consent.

## **Fieldtrips and Transportation**

Parents will be notified of any field trips taken. You have the right to let your child stay behind with another group. The 'Emergency Bag' is taken on each fieldtrip. The 'Emergency Bag' contains contact information and first aid supplies. Transportation is provided either by the daycare's 12 passenger van, public transit or a staff member. Any vehicle taken is in compliance with state and local motor laws and maintained in a safe operating condition. Teacher's driving records are available for your review in the Parent Folder located at the sign in table. You may be asked to leave your child's car seat for a field trip. Your child will remain very close within sight and sound of teachers at all times during a fieldtrip and when outside of the daycare. Parents are more than welcome to volunteer on these special days as well. 😊

## **Medications**

Parents will provide any medications for their child's use at daycare. It is required by Oregon State Law that medications be accompanied by written, detailed, dated and signed instructions concerning their use during child care hours. A Medication Form is available on the days your child needs medication at daycare.

## **Potty Training and Children using the Restroom**

We ask that your child be potty trained before they enter the Preschool Classroom. There is a Boys, Girls and ADA accessible restroom available for use. The children are allowed to wash hands and use the restroom by themselves or supervised if needed. If your child has a potty accident, we will assist your child in cleaning up and changing into their extra clothes. If any other accidents occur, you will be called to pick your child up to clean them at home. After proper clean up at home, they can come back to Imagination Station to finish their day. We do apologize for this inconvenience; this is a Health Department Policy for us because of our small restrooms. If your child is in the Toddler or Wobbler Classroom, they do assist with potty training by taking them once an hour and logging their progress. It is simply offered if they want to sit on the toilet, not forced. If your child is interested in potty training, please talk to your child's teacher so we can help in any way we can. We encourage you to do a full weekend at home without diapers before they come to daycare in underpants.

## **Emergence Procedures**

We strive to prevent accidents by making a safe environment and supervising children carefully. However, minor injuries are part of growing up. All staff members are first aid and CPR certified. Injuries are recorded and will need your signature. A parent will be notified immediately of any injuries involving the head or any other major injuries. There is a fire drill, earthquake drill, and lock down drill practiced monthly. If there was an emergency where we had to evacuate the property, we will be in the Hall of Fame room inside the Chiles Center at the University of Portland campus. The phone number to the Public Safety Building at U of P is #503-943-7161, contact Harold Burke.

## **Termination**

Imagination Station Daycare reserves the right to terminate this agreement at any time for any sufficient reason, including but not limited to, late payment, challenging or aggressive behavior from child, or poor communication with the parents. We will make every effort to give a reasonable notice to allow parents time to obtain alternative childcare arrangements. You also have the right to terminate this agreement in your first two weeks. After your first two weeks, you are required to give a one months (30 days) notice when terminating this agreement or when making a schedule change. You will still be charged your normal rates for the following one month so please remember to give proper notice.

Our hope is that these policies will help make child care easier, safer, happier and healthier for us all! By signing this agreement, you are stating that you have read and agreed to all policies contained herein. Thank you for allowing Imagination Station Daycare Center to care for your family! ☺

Child Care Provider \_\_\_\_\_ Date\_\_\_\_\_

Parent Guardian \_\_\_\_\_ Date\_\_\_\_\_

PLEASE RETURN THIS PAGE SIGNED. WE WILL MAKE A COPY & GIVE  
IT BACK TO YOU ☺