



**IMAGINE ROSEFIELD
"R" CLUB
BEFORE AND AFTER SCHOOL PROGRAM
STATEMENT OF SERVICES**

2010-2011

Read this parent handbook carefully. You are responsible for abiding by the information in it and the fee agreement you sign.

This booklet is intended to be an addendum to the "Imagine Rosefield Student/Parent Handbook"

All items in this booklet are in addition to the rules and expectations set forth in the Student/Parent Handbook.

**Welcome to Imagine Rosefield “R” Club Before and After School
Program**

Imagine Rosefield is of the “R” Club Before and After School Program. Through this program, children are encouraged to learn and play in a safe, caring environment. Trained and caring adults supervise the children as they participate in a variety of activities specifically designed to meet their needs for social interaction and cognitive and emotional growth.

Please feel free to contact us with any questions or concerns or you can stop by during business hours.

Contact Information:

**Rosefield:
623-344-4300 ext 264
“R” Club Direct Line
623-344-4314**

**Director: Amy Miller
Email: Amy. Miller@imagineschools.com**

**In case of absence please let staff know by the above means. Thank
You!**

Refund Policy

Refunds must be submitted to the program director in writing and will be dealt with on a case by case basis.

Payment is due on the first and third Friday of the month for the following two weeks of care.

It is your responsibility to ensure that payments are received at the site the first and third Friday of the month (before the service is provided)

If a special arrangement is needed for payment, please see the Program Director before the due date. Any account may be sent to a collection agency if deemed necessary.

Fees for full-time participants are pro-rated in Oct, Dec, and March because of school breaks. We do not pro-rate child care fees for part time participants during school breaks.

If you are signed up for part-time care and go over the allotted 6 days you will be charged \$15.00 for each additional day attended.

Late Pick-up Policy

Our child care program ends promptly at 6:00pm. We have the following late charge policy per a child: A late charge of \$2.00 per a minute for the first 10 minutes and \$5.00 per a minute after will be added to your next statement. We use the clock in the Multi-Purpose Room for official time so be sure to check the clock.

Admission and Enrollment

Complete registration documents including a copy of the child's immunization records and emergency contacts are required to enroll. Incomplete documents will not be accepted. There is a minimum of 24 hours between registration and the child's first day. You must fill out new forms every year for your child to attend "R" Club.

The following must be filled out completely and submitted to the program director before your child is eligible to begin:

- **Imagine School at Rosefield Registration Form**
- **Department of Health Services Emergency Card**
- **Enrollment and Payment Policies**
- **Statement of Services Acknowledgment**
- **\$25.00 annual registration fee and payment for the first two weeks.**

It is the responsibility of the parents to keep enrollment records current. Please advise both the front office and "R" Club staff of any changes.

Parents are encouraged to check the Parent Board near the sign in/out tables. Watch for special notices and newsletters sent home with your child.

Child care payments are due the First and Third Fridays of the month for the following two weeks of care

Payments are accepted in the form of check (with "R" Club in the memo), debit or credit cards.

Charges, Fees and Payment Requirements and Refund Policy

Full time is 7 days or more per a 2 week billing cycle

Part time is 6 days or less per a 2 week billing cycle

AM/PM Full Time (\$110 per billing cycle)

AM/PM Part Time (\$66 per billing cycle)

AM Only Full Time (\$20 per billing cycle)

AM Only Part Time (\$12 per billing cycle)

PM Only Full Time (\$90 per billing cycle)

PM Only Part Time (\$54 per billing cycle)

There is a 10% sibling discount

We will be closed on the following dates:

- 9/6/2010
- 10/11/2010-10/15/2010
- 10/29/2010
- 11/11/2010
- 11/24/2010-11/26/2010
- 12/20/2010-12/31/2010
- 01/17/2011
- 02/18/2011-02/21/2011
- 03/14/2011-03/18/2011
- 04/22/2011

There will be no childcare provided on these days.

Discipline Guidelines

Children are expected to follow Imagine Rosefields rules and regulations. Children who consistently fail to follow program policies may be written up, put on probation, or suspended and denied entry into our program. When a child is suspended or put on probation the director will notify the parent. Arrangements will be made at that time to have the child removed from the program. A meeting will also be set-up before the child will be able to return to the program. Any child displaying behavior which results in or threatens to result in damage to him/her, another child, staff, the building, or school property will be suspended from the program for a minimum of 3 days. No fees will be refunded. If a program staff determines that a child cannot benefit from the program or presents a danger to other children parents will be asked to withdraw the child immediately.

Parents/Guardian Responsibilities And Code of Conduct

Imagine Rosefield "R" Club Before and After School Program staff is happy to help parents with any questions, concerns, or suggestions you may have. We realize that a parent needs to feel their child is receiving the best possible quality programs in a safe environment and the right to observe the facility. Any questions or complaints should be addressed to the director.

Parents are required to pay all fees on time to ensure uninterrupted service by the before and after school program. Please see "Late Payment Policy" for specific details.

A parent/guardian or authorized adult must sign in/out each child everyday they attend the program.

The "R" Club staff reserves the right to call CPS for those children not picked up by 7:00 pm

Child Sign In/Out Procedures

All children MUST be signed in/out Everyday by a parent/guardian. Each child will have their own sign in/out sheet that must be signed with full legal signature. Children will not be released to anyone who is not on the emergency card. Changes to the emergency card may be made at any time in person by the custodial parent.

Drop Ins

Children need to be picked within 30 minutes of their dismissal time. If not parents will be charged 15.00 drop in rate

Liability Insurance

The "R" Club is run by Imagine Rosefield. We are covered through the insurance that is purchased through the school.

Medical Administration Procedures

If medication is required to be given during program hours a medication consent form must be on file. The medicine must be provided to the program staff in its original container with the child's name, times medicine must be dispensed and the dosage amount. Medicine will be kept in a locked box.

Emergency Medical Procedures

In case of emergency the following procedures will take place:

- Injured Child will be assessed by the Director
- Employees will treat child make him/her as comfortable as possible
- If injury is deemed life-threatening-911 will be called
- Parent will be called immediately after calling 911
- An incident report will be filled out

Outside Items

We do not allow children to bring items from home. If items are brought to the program staff cannot responsible for their safe return. Please clearly label all items brought from home.

Child Care Inspection Reports

The ADHS office of child care licensure facility inspection reports is available for your review.

Please contact the director if you would like to see these reports.

**This program is regulated by the ADHS
150 N 18TH Ave
Suite 400
Phoenix, AZ 85007
Office: 602-364-2539
Fax: 602-364-4768
<http://www.azdhs.gov/als/childcare/index/htm>**

By signing my child for the “R” Club at Imagine Rosefield, I certify that I have read and agree to the above mentioned policies and procedures.

Childs name_____
(Please Print)

Parent Signature_____
Date _____