

## Daily Schedule A

8:00-10am Drop off --free choice based on 5 basic materials, blocks, water, sand, dramatic play, paint, clay or playdough. Centers based on the monthly theme.

10:00-10:30 Clean up, wash hands and Snack

10:30 Circle time, story book

10:45-11:40 Activities, projects and math and literacy centers

11:40 Free playing

12:00-1230 Wash hands and Lunch

12:30-1:00 Potty, diaper change, Story time and get ready for nap time

1:00-3:00 Nap time

3:15-3:45 Free playing follow by snack time

3:45-4:10 Circle time

4:10-4:30 Centers and projects

4:30 Free play and pick up

5:00 End of day

## Drop off & Pick Up

The school opens at 8 am. We ask all the parents to please respect this time. If you do arrive earlier than 8am it is possible that there will be no one to attend you or your child. So we ask that you please wait until 8 a.m. before dropping off.

## **When dropping off:**

An Imagina employee or myself will be there to greet your child with a warm smile and hug. As we start the day your child will place his or her belongings in their personal cubby. At this time, they can choose to play on the front patio, have an early morning snack or breakfast or choose an activity to work on. We will do our best to make sure your child feels welcomed and loved each day as they come in!

If you arrive after 8:30, please ring the bell and an Imagina employee will open the door and close it behind you. We ask that parents do not open the gate on their own for safety reasons.

## **Pick up**

Upon picking up your child please remember that many of our Imagina children take naps (they really need their rest at this age). For those of you picking up at those times when children might be resting, please try to keep this in mind. [SEP] [SEP] [SEP]

At 5pm children will be prepared to leave. We ask that parents ring the bell and wait until an Imagina employee opens the door or gate for them.

## **Late pick up fees & procedures**

If you should be late because of an unexpected event or issue, please be sure

to call as soon as possible to notify us. We reserve the right to charge a \$10 fee for late pick-up. After 15 minutes there is an additional \$10 fee.

If for any reason you should need extra care, please contact us at least 48 hours in advance to let us know if this will work.

## **Snack and Lunch**

Growing up in Spain, my fondest memories of childhood often involved sharing a meal with my friends and family. That is why I am happy to offer snack and lunch to our children at Imagina. This communal time is part of building a wonderful social

environment for the children, which is key to their development. Additionally, we strive to provide the kids a balanced Mediterranean diet, frowning upon western foods and snacks (potato chips, anything processed).

Our goals:

- 1) To have at least one seafood meal a week, and as many high grain foods as possible, one soup a week, and a balanced portion of poultry and other meats. Vegetables are eaten every day.
- 2) Snacks include non-processed foods such as fresh fruit, wheat and grain-based snacks, as well as natural yogurts.

**We strictly avoid:**

**Bleached starches, canned fruits, canned vegetables, high-fructose syrups and sugary snacks.**

**Our only exceptions are birthday celebrations ☺**

## **Clothes ,Diapers &**

- 1 .We ask that all the children please bring a set of labeled clothes in a large plastic zip lock bag. If your child has an accident or dirties their clothes, we will place the dirty clothes in this same plastic bag. To avoid confusion, we do ask that you label any of your child's clothes.
2. If your child uses diapers, please be sure to send these to Imagina with a set of baby wipes. If your child runs out we will let you know either via email or by leaving a note in your child's cubby. <sup>[1]</sup><sub>[SEP]</sub>
3. If your child is full time, please provide clean bedding (blanket, pillow, sheets, etc). We provide a cots and mats.

## **Payments & Tuition**

**Registration Fee**

We ask that all families, upon entering, pay a non-refundable one time registration fee of \$900 which goes towards purchase of materials and curriculum for your child.

### **Tuition payment**

We charge a yearly tuition for a year-long program divided up into 12 equal payments between August and July. Tuition is not based on a student's actual attendance. If the student misses daycare because of illness or any other reason, the tuition price remains the same.

Payments are due by the 1<sup>st</sup> of the month. Payments are to be written to **Imagina** via check or zelle at [imaginadaycare@gmail.com](mailto:imaginadaycare@gmail.com).

### **Extra Care Policy**

On some holidays and closed school days we offer the option of extra care which is \$150 per day. One of our locations will remain open all year around. Extra care is not included in regular tuition and is a separate payment.

### **Returned Check Policy**

A \$25 processing fee will be charged to your account for checks returned for any reason. After the second returned check, all tuition payments must be paid by money order or cashier's check.

### **Notice of Withdrawal**

A 60 day written notice or verbal notification before your child's last day will be required to withdraw your child from Imagina.

This means that if, for example, you know that May 31<sup>st</sup> will be your child's last month, please let us know by April 1<sup>st</sup>.

If you do not provide us this notice, you will still be required to pay for two months tuition. We are a small school with many teachers and even one child makes a huge difference.

As soon as we get the notice of withdrawal, we will do this best to fill up the spot as soon as possible. If we do find a family to replace the spot before the 60 days are up, families will not be required to send that month's tuition.

**I have read and understand the policies and procedures at Imagina and accept the terms of enrollment**

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**Signature**

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**Printed Name**