



**Imprints
cares**

*Nurturing Children. Supporting Parents.
Changing Communities.*

2017/2018 PARENT HANDBOOK



Welcome to Imprints Cares, Expanded Learning, Before & After School Service @ Arts Based School (ABS). Parent Handbook covers—

- Program Information
- Financial Agreement
- Late Pick Up Policy
- Inclement Weather Policy
- Personal Items
- Behavior Expectations
- Discipline Policy
- Custody Orders

Thank you for enrolling your student!

From the Imprints Cares Executive Team,

**Betty West, Director | Janelle Gibbs, Administrator | Bart Rodden, Assistant Director
Lori Richards, Field Supervisor | Brooke Link, Field Supervisor**

Program Information

Employees

We employ highly-qualified staff which include teachers and other employees from your child's school and the community.

Enrichment Activities

Arts and Crafts | Reading | Expressive Writing | Computer Time | Outside Time
Games | Building Blocks / Legos | Field Trips | Movies | Special Guests

All activities will enhance your child's social and emotional development while creating a safe and inviting environment.

Person Identification Numbers (PINs)

Parents will be issued PINs to sign their child in or out. PINs will also be assigned to anyone designated as an emergency contact or authorized pick-up. PINs are for security purposes and should be kept private. **To assure correct records, please be aware of the number you are entering into the computer as well as sign in/out commands. Computer usage is for adults only.**





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Snacks

Imprints Cares provides all students a healthy afternoon snack. Snacks from home are not needed unless dietary restrictions are necessary.

Registration Fee

\$40 nonrefundable registration fee—**required for all levels of service**—Payment is required at time of enrollment.

Full-Time Options*

Imprints Cares provides several options for parents who need full-time care. Morning care begins at 6:30am and afternoon care runs until 6:00pm.

5 Days Per Week

Mornings Only | \$90 per mo.

Afternoons Only | \$240 per mo.

Mornings & Afternoons | \$265 per mo

3 Days Per Week

Afternoons Only | \$165 per mo.

Mornings & Afternoons | \$190 per mo

* **Student's enrolled in Full-Time Options: No additional charge for Teacher Workdays and Early Release Days**

Drop-In Options

For parents who need occasional care, Imprints Cares offers a drop-in service. Drop-in service is limited to ten (10) days or less per month. Starting with the 11th day, the full-time rate will apply. Parents may use any days throughout the month they choose.

Mornings Only | \$8/day per student

Afternoons Only | \$14/day per student

Mornings & Afternoons | \$22/day per student

Teacher Workdays

\$35/day per student

Early Release Days

\$20/day per student





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Teacher workdays and early release day will be on location at the Arts Based School.

Teacher Workdays

February 19
March 5
April 9

Early Release Days

March 2
June 8

Spring Camp Option!

Tuition is separate from monthly tuition.

Spring Camp: April 2-6 | \$140 per week | \$35 per day | 6:30am-6:00pm

Camp Location: Knollwood Baptist Church | 330 Knollwood St. W-S

Method of Payments

- **Online:** Payments may be made online through our PCI compliant online process. Each invoice will include an embedded link that you will click to make your payment. **There is NOT a dedicated link on the website for payment.** (Please do not save, bookmark, or use old links as this may result in inappropriate application of payments.) Please request updated links from Janelle at jgibbs@ImprintsCares.org.
- **EFT:** During the registration process, **you may click the box for recurring payments** to be drafted the last day of the month for the upcoming month of care.
- **Phone:** You may call the office to make a secured payment by phone. 336-722-6296 x223
- **Mail:** You may mail your payment to Imprints Cares, 502 N Broad St, Winston-Salem, NC, 27101. **Please make sure your payment reaches the office by the due date to avoid late fees.**
- **In Person:** You may bring your payment to the office at the above address.



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Financial Agreement

By enrolling my student in Imprints Cares, I understand and agree to the following:

Payments

- \$40 nonrefundable registration fee due at time of enrollment for all levels of services
- For **Full-Time** service, all payments are **due the last day of the month** for the upcoming month of Imprints Cares
 - ✓ Full-Time accounts set for recurring payments, the auto-draft will draft on the last day of the month
- For **Drop-In** service, all payments are due by the 12th of the month
 - ✓ Drop-In accounts set for recurring payments, the auto-draft will draft on the 12th of the month
 - ✓ Starting with the 11th drop-in day, the full-time rate will apply

**Failure to make scheduled payments will result
in the dismissal of my student from Imprints Cares**

Re-entry Fee

If your child is dismissed from the program due to failure to make payment, a re-entry fee of \$25 will be charged for re-entry to the program.

Insufficient Funds Policy

Should my check be returned for insufficient funds, I expressly authorize my account to be bank drafted for the amount of the check plus any applicable fee. The use of a check is my acknowledgement and acceptance of this policy and its terms and conditions.

Withdrawal Policy

I will notify Janelle Gibbs, jgibbs@ImprintsCares.org, two weeks prior to withdrawing my student from Imprints Cares.

No credit or transfers are given for absences, snow days or early withdrawal





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Late Pick-up Policy

I understand my student must be picked up by 6:00 pm or I will be charged a late pick-up fee. My student may be dismissed from Imprints Cares after the 3rd occurrence. Charges will be billed and due upon receipt of invoice. Non-payment of fees will result in dismissal from the program. A re-entry fee may apply.

Late Pick-up Fees: 6:05 pm-6:15 pm = **\$10** After 6:15 pm = **\$20** After 6:30pm = **\$50**

Inclement Weather Policy

- When school is closed for students due to inclement weather, Imprints Cares will be closed.
- If school is **delayed**, Imprints Cares will open at 7:30 am
- When school is **dismissed early**, Imprints Cares will begin immediately
- *Parents will be contacted if weather conditions continue to worsen*

Personal Items

Imprints Cares provides materials and supplies needed for all activities. Items brought from home are strongly discouraged as we cannot be responsible if they are damaged or misplaced.

Behavior Expectations

Students

Imprints Cares is committed to providing a nurturing, relaxing and safe environment for students. The safety of your student is important to Imprints Cares. In order to provide a safe and enjoyable experience for all students, positive behavior is expected from everyone. Students are expected to follow directions of the adult in charge and to follow Arts Based School and Imprints Cares rules. Students are expected to remain in the appropriate area with the group to which they are assigned.

Parents

Parents and/or guardians are expected to treat Imprints Cares staff and all students with courtesy and respect. Parents are not permitted to approach or discipline Imprints Cares students.

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Discipline Policy

Parents will receive written notification that their student has been disruptive, with the indication that a long-term change in behavior is expected from the student.

If behavior changes are not exhibited by the student after the first notice, the student may be suspended up to 3 days.

If the student behavior does not improve after subsequent suspensions, Imprints Cares has the option to permanently remove the student from the program.

Please note: NO refunds are given for a student on suspension or a student permanently removed from Imprints Cares

Severe Clause

In the event of severe misconduct, a student may be suspended or expelled from Imprints Cares without a prior discipline notice—including, but not limited to:

- Fighting
- Excessive bullying
- Inappropriate conduct
- Disrespect to adults

The length of the suspension will be based on the severity of the incident and at the Imprints Cares Director's discretion. If you have any questions about Imprints Cares Discipline Policy, please contact us directly.

Custody Orders

To enforce non-authorized pick-up, current custody papers must be on file at ABS and Imprints Cares offices. **NO EXCEPTIONS.**