



2016/2017 PARENT HANDBOOK

Welcome to Imprints Cares, Expanded Learning, Before & After School Service @ the North Carolina Leadership Academy (NCLA). Parent Handbook covers—

- [*Program Information*](#)
- [*Inclement Weather Policy*](#)
- [*Financial Agreement*](#)
- [*Late Pick Up Policy*](#)
- [*Discipline Policy*](#)

Thank you for enrolling your student!

**From the Imprints Cares Executive Team,
Betty West, Director | Janelle Gibbs, Administrator | Bart Rodden, Field Supervisor**

[**Program Information**](#)

Employees

We employ teachers and staff from the school to manage the program at your child's school.

Homework

As part of the program, a structured homework time is offered. The staff we employ is available to help with questions, explanations, and redirections. It is however not a tutoring session.

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.***

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 due at time of enrollment.*



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Full-Time Options*

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

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

Full-Time Options

August, October, December, March, April

**Mornings Only | \$70 per mo.
Afternoons Only | \$190 per mo.
Mornings & Afternoons | \$210 per mo.**

Early Release Days

September 2 January 27
October 7 February 10
December 2 March 10
December 21 June 2

Full-Time Options

September, November, January, February, May

**Mornings Only | \$90 per mo.
Afternoons Only | \$240 per mo.
Mornings & Afternoons | \$265 per mo.
June Tuition is prorated**

Teacher Workdays

January 3

Camp Options

Due to NCLA's modified calendar, we now offer a full-day camp experience for the following weeks:

Fall Camp – October 10-14

Winter Camp – March 13-17

Spring Camp – April 10-13 & 17

Camp Weeks - \$140 per week - \$35 per day – 6:30am-6:00pm

Drop-In Options

Limited to 10 days or less per month – anything over qualifies for full-time charges.

Mornings Only | \$8/day per student

Afternoons Only | \$14/day per student

Mornings & Afternoons | \$22/day per student

Teacher Workday - \$35/day per student

Early Release Day - \$20/afternoon per student

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. Do not save or bookmark links as this may result in inappropriate application of payments. 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.

Incident Weather Policy

Snow days

Imprints Cares will be closed when NCLA is 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*

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 service
- For **Full-Time** service, all payments are due the last day of the month for the upcoming month of Imprints Cares, with a five-day grace period
- For **Drop-In** service, all payments are due by the 20th of the month, with a five-day grace period

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

Delinquent payment fees

- A \$25 late fee will be charged to the account each month payment is late
- All school year balances not paid by June 30 will accrue monthly late fees

Delinquent balances will result in my student's removal from Imprints Cares.



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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.

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. **Payment is due at time of pick-up.**

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

Discipline Policy

Students

Imprints Cares is committed to providing a nurturing, relaxing and safe environment for students, we make every effort to help students complete their homework, understand areas where they might need extra help, and enjoy new and fun experiences.

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 NCLA and Imprints Cares rules. Students are expected to remain in the appropriate area with the group to which they are assigned.

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

First Discipline Notice

After two (2) verbal warnings to the students (parents will be notified of verbal warnings), 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.

Second Discipline Notice

If no long-term behavior changes are exhibited by the student after the first notice, a second notice will be sent. The student will also be suspended from Imprints Cares for three days after the second notice.

Third Discipline Notice

If the student's behavior does not improve, a third notice will be sent. The student will also be suspended from Imprints Cares for five days after the notice.

Fourth Discipline Notice

If the student's behavior does not improve, a fourth discipline notice will be sent home, and the student will be permanently removed from Imprints Cares.

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 fighting, excessive bullying, use of profanity or disrespect to adults, a student may be expelled from Imprints Cares **without a prior discipline notice**. The length of the suspension will be based on the severity of the incident and at Imprints Cares Director's discretion. If you have any questions about Imprints Cares discipline policy, please contact us directly.

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.

Custody Orders

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