

## Welcome to Imprints Cares - Before & After School Program at ABC of North Carolina

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**Thank you for enrolling your student!**

From the Imprints Cares Executive Team,  
Betty West, Director | Bart Rodden, Assistant Director  
Janelle Gibbs, Administrator | Lori Richards, Field Supervisor  
Brooke Link, Field Supervisor | Shelby Rodden, Field Supervisor

## PROGRAM INFORMATION

### Employees

We employ highly-qualified staff with training and experience with working with children with special needs.

### Enrichment Activities

**Arts and Crafts | Reading | 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 ensure 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.

### 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.

## LEVELS OF SERVICE

Imprints Cares understands that families have different needs – which is why we offer different levels of service with options.

### PRE-K WRAP AROUND CARE

#### Enrollment Policy

Children under the age of five years old enrolled in ABC of NC’s preschool/early intervention (EI) program, cannot exceed 6.5 hours on the ABC of NC campus inclusive of hours spent in Imprints Cares wrap around care. Insurance/Medicaid funded ABA services do not count toward the 6.5-hour maximum.

#### Full-Time Options

Imprints Cares provides **two options** for parents who need full-time care. Morning care is from 6:30am to 8:30am. Afternoon care is from 12:30pm to 3:00pm.

##### **FULL MONTHS – School Days Only**

(Aug., Sept., Nov., Jan., Feb.,  
March, May & June)

**Mornings Only | \$90 per month**

**Afternoons Only | \$200 per month**

##### **PARTIAL MONTHS – School Days Only**

(Oct., Dec. & April)

**Mornings Only | \$70 per month**

**Afternoons Only | \$150 per month**

#### 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 per day**

**Afternoons Only | \$14 per day**

## PRE-K WRAP AROUND CARE (continued)

### Workdays

Workday Wrap Around Care will be located at ABC of NC. The hours will 10:00am to 4:00pm.

**Teacher Workdays | \$35 per day**

### Teacher Workdays

October 5  
March 15  
March 29  
April 26

## SCHOOL AGE WRAP AROUND CARE

### Full-Time Options

Imprints Cares provides **two options** for parents who need full-time care. Morning care is from 6:30am to 8:30am. Afternoon care is from 2:30pm to 6:00pm. Full time service includes workdays.

#### **FULL MONTHS**

(Aug., Sept., Nov., Jan., Feb.,  
March, May & June)

**Mornings Only | \$90 per month**

**Afternoons Only | \$225 per month**

**Mornings & Afternoons | \$250 per month**

#### **PARTIAL MONTHS**

(Oct., Dec. & April)

**Mornings Only | \$70 per month**

**Afternoons Only | \$170 per month**

**Mornings & Afternoons | \$190 per month**

### 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 per day**

**Afternoons Only | \$14 per day**

## SCHOOL AGE WRAP AROUND CARE (continued)

### Workdays

Workday Wrap Around Care will be located at ABC of NC. The hours will 6:30am to 6:00pm. Workdays are included in Full-Time Afternoon Service.

**Teacher Workdays | \$35 per day**

### Teacher Workdays

October 5  
December 21  
March 15  
March 29  
April 26

### Mini Camps

Imprints Cares offers week long mini camps during ABC of NC's Break Weeks. Mini camps are only offered to school age students. The camps will be themed based with lots of fun activities and fun field trips. Hours of mini camps will be 7:00am to 6:00pm.

**Week Long Mini Camps | \$140 per week**

Fall Break Camp      October 8-12  
Spring Break Camp    April 1-5  
Summer Break Camp    July 22-26

## CLOSURES

Service will not be provided on weekends, school designated holidays and inclement weather days.

### School Holidays

ABC of NC and Imprints Cares will close the following dates:

- September 3 – Labor Day
- October 8-12 – Fall Break\*
- November 12 – Veteran’s Day
- November 21-23 – Thanksgiving Break
- December 24–January 2 – Winter Break
- January 21 – MLK Day
- April 1-5 – Spring Break\*
- May 27 – Memorial Day
- July 4 – July 4<sup>th</sup> Holiday
- July 22-26 – Summer Break\*

\*Mini Camps offered during Fall, Spring and Summer Breaks to school age students.

### Inclement Weather Policy

- If school is **CLOSED FOR STUDENTS**, Imprints Cares will be closed.
- If school is **DELAYED**, Imprints Cares will open at 7:30 am.
- If school is **DISMISSED EARLY**, Imprints Cares will begin service immediately following dismissal. **Parents will be contacted if weather conditions continue to worsen such that care cannot be provided safely for our students and/or staff.**

## FINANCIAL AGREEMENT

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

### Registration Fee

\$40 nonrefundable registration fee – **required for all levels of service** – with payment required at time of enrollment.

### Methods of Payment

- **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](mailto:Jgibbs@ImprintsCares.org).
- **EFT:** During the registration process, **you may click the box for recurring payments** to be drafted automatically each month.
- **Phone:** You may call the office to make a secured payment by phone: 336-722-6296 x223
- **Mail:** Mail 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 dismissal from the program.**
- **In Person:** You may bring your payment to the office at the above address.

### Payments

- So that that families can budget for care more easily regardless of the number of school days in each month, Imprints Cares developed the following practice. Monthly pricing is determined by dividing the total cost of care (September to May) into nine equal monthly payments. Therefore, while we provide more days of service in October than in December, the monthly payment remains the same throughout the year. August and June payments are billed on a prorated basis due to the number of days the program is open during those months.
- **Full-Time** service payments are **due the last day of the month** for the upcoming month of service.
  - ✓ Full-Time accounts set for recurring payments – auto-draft will draft on the last day of the month.
- **Drop-In** service payments are **due the 12th of the month** following the month of service.
  - ✓ Drop-In accounts set for recurring payments – auto-draft will draft on the 12th of the month.
  - ✓ Starting with the 11th drop-in day in a single month, the full-time rate will be applied.

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

## FINANCIAL AGREEMENT (continued)

### Re-entry Fee

If your child is dismissed from the program due to failure to make payments, 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

If needed, you must notify Janelle Gibbs, [Jgibbs@ImprintsCares.org](mailto:Jgibbs@ImprintsCares.org), two weeks prior to withdrawing your student from Imprints Cares.

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

### Late Pick-up Policy

Students must be picked up **by 6:00 pm each day**. Failure to do so will result in additional fees as described below. More than 3 occurrences of Late Pick-up may result in the dismissal of the student from Imprints Cares.

#### Late Pick-up Fees

**Before 6:15 pm | \$10**

**6:15-6:29 pm | \$20**

**After 6:30pm | \$50**

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.



## 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 ABC of NC 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.

## CUSTODY ORDERS

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