



## Welcome to Imprints Cares – E-Learning Enrichment Centers

This Parent Handbook includes information regarding:

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**Thank you for enrolling your student!**

## **PROGRAM INFORMATION**

### **Employees**

We employ highly qualified staff to help facilitate your student's learning experience. All employees are required to have a minimum of an Associate degree in early childhood education or development, or 2-years' experience in a related field.

### **E-Learning**

Staff will help students with the daily remote learning instruction as outlined by the WSFCS. Imprints Cares staff have been trained on the canvas platform in order to support your student's academic instruction.

### **Person Identification Numbers (PINs)**

Parents will be issued PINs for attendance purposes.

### **Snacks/Lunch**

Imprints Cares will provide 2 snacks daily. Parents will be responsible for providing a daily lunch (nothing refrigerated or to be heated).

### **Personal Items**

Parents are responsible for providing E-Learning electronic devices (Chrome Book/tablet), headphones/ear buds), logon information and passwords. Imprints Cares is not liable for broken, damaged, malfunctioning, and/or lost equipment.

### **Masks**

In compliance with CDC and DHHS guidelines, student and staff are required to wear masks when not able to maintain a social distance of 6 feet. Masks will not be required during remote instruction and as deemed appropriate by staff. Parents will be responsible for providing masks for their student.

## **LOCATIONS**

- New Philadelphia Moravian Church, 4440 Country Club Rd, WS
- First Baptist Clemmons, 3530 Clemmons Rd, Clemmons
- Edgewood Baptist Church, 4067 Reidsville Rd( (HWY 158), WS
- Imprints Cares Downtown, 502 North Broad St, WS (**8:00 am until 3:00 pm only**)

## **LEVELS OF SERVICE**

### **10 Week E-Learning Commitment – August 17 through October 23**

#### **Wrap-Around Care Locations:**

6:30am – 6:00pm - \$2050\* (10 weeks- payment due in full upon receipt)

6:30am – 6:00pm - \$215 (paid weekly)

#### **School Hours - Imprints Cares Downtown**

8:00am – 3:00pm - \$1725\* (10 weeks – payment due in full upon receipt)

8:00 am – 3:00pm - \$180 (paid weekly)

*\*discounted rate*

## FINANCIAL TERMS

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**

The preferred method of payment is credit card.

- **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.
- **Phone:** You may call the office to make a secured payment by phone: 336-722-6296 x223
- **In Person:** You may bring your payment to the office at 502 N Broad St, WS.

### **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.

### **Returned Payment Fee**

A **\$35** returned payment fee will be applied for any payments that are returned from your bank. Your student will not be able to attend until balance is paid in full.

### **Late Pick-up Policy**

Students must be picked up **by 6:00 pm each day** for Wrap-Around Care **and 3:00 pm each day** for School Hours. 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

Wrap-Around Care	<b>Before 6:15 pm   \$10</b>	<b>6:15-6:29 pm   \$20</b>	<b>After 6:30pm   \$50</b>
School Hours	<b>Before 3:15 pm   \$10</b>	<b>3:15-3:29 pm   \$20</b>	<b>After 3:30pm   \$50</b>

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.

## COVID -19 GUIDELINES

- It is the parent's responsibility to notify Imprints Cares if you or your student are showing COVID-19 like symptoms and/or test positive for the virus.
- Imprints Cares will remain in contact with parents if symptoms progress or students test positive.
- Imprints Cares will require the student to quarantine at home for a minimum of 10-14 days.
- Imprints Cares will contact WSFC Health Department and follow their requirements and guidelines.

For additional site protocols see the Release of Liability Waiver.

## **BEHAVIOR EXPECTATIONS**

### **Students**

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 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.

### **Discipline Policy**

- Parents will receive written notification if their student has been disruptive, with expectations detailed regarding the student's change in behavior.
- 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.

**NOTE: Refunds are NOT 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.

## **CUSTODY ORDERS**

To enforce any non-authorized pick-up orders, current custody papers must be on file at your student's school and Imprints Cares offices. **NO EXCEPTIONS.**