

# Imagination Station Child Care Center



## Student Handbook

**700 S. Main St**  
**Electra, Texas 76360**  
**(940) 495-3646 (940) 495-3660 (FAX)**



## **HOURS OF OPERATION**

6:30 am – 6:00 pm  
Monday – Friday  
January – December

## **AGES**

Infants 6 weeks – 13 years

## **PHILOSOPHY**

Each child needs to be treated with love, respect, and supported as they grow spiritually, intellectually, emotionally, physically, and socially.

## **GOALS**

- ❖ Provide an environment where children can feel safe and secure.
- ❖ Encourage positive attitudes toward school and learning.
- ❖ Teach age appropriate curriculum for infants, toddlers, and preschool children, based on cognitive, motor, language, and social development.

## **TUITION & FEES**

### **Registration Fee**

A \$30.00 non-refundable registration fee and application is due at the time of enrollment for each child. No child can be placed either into a program or onto a waiting list without a paid registration.

## **Tuition**

Tuition payments for the program you selected are due in advance on Tuesday of each week throughout the school year until such time that two week notice of withdrawal is delivered and in effect. Tuition is to be paid even if your child does not attend. If you wish to pay bi-weekly or monthly, tuition must be paid in advance.

## **Late Fees**

Families for whom payments are not received prior to closing on Tuesday will be charged a late payment fee of \$5.00 a day. If tuition and late fees are not paid by the close of business on Friday, your child may not return the following week. We are unable to accept or continue in the program, children for whom tuition is delinquent for one week.

## **Payment Method**

Checks or money orders will be accepted for payment. Two returned checks would result in your account being placed on a money order only basis.

## **Return Check Fee**

Return checks will be collected by a third party, Instacheck. They charge a \$30 fee for returned checks. If you have any questions concerning a return check please contact Instacheck.

Instacheck  
4358 S Treadaway Blvd  
PO Box 5296  
Abilene, TX 79608

## **Refunds**

If an overpayment is made in error a refund must be approved and a reimbursement check could take up to 30 days to be issued.

## **Vacation**

Each family is given one week per year for vacation or sick time, for full time students. The time can be used after the child has been enrolled for one year. Vacation days may not be carried over to the next year.

## **RATES**

### **Weekly Rate**

Full Time 0-17 months	\$95.00
Full Time	\$75.00
Second Child	\$65.00
After School	\$40.00
After School – Additional Child	\$25.00
After School – Drop In	\$10.00
Early Release (Additional Fee)	\$ 2.00
Five Day Preschool	\$55.00

### **Daily Rate**

Drop In (Full Day) – 0-17 months	\$25.00
Drop In (1/2 Day) – 0-17 months	\$15.00
Drop In (Full Day)	\$22.00
Drop In (1/2 Day)	\$12.00

### **Late Fees**

Late Payment Fee – Daily	\$ 5.00
Late Pickup Fee – Every 5 minutes	\$ 5.00
Return Check Fee	\$30.00

We close the center at 6:00 pm daily. Please be at the center early to gather your child's personal items and to sign them out. A charge of \$5.00 will be charged every 5 minutes you are late.



# ENROLLMENT



## Admission Procedures

Imagination Station welcomes all children 6 weeks of age through 13 years. Completed documents and an enrollment fee are required prior to admittance.

- ❖ Admission Information Form
- ❖ Emergency Medical Information
- ❖ Current Immunization Records
- ❖ Health Statement
- ❖ Student Contact Sheet
- ❖ Receipt of Handbook Form
- ❖ Photography Agreement
- ❖ CACFP Form
- ❖ Infant Feeding Form (If applicable)
- ❖ Text Alert Information
- ❖ \$30 Enrollment Fee

Blank “Student Contact Sheets” are available above the sign in and sign out sheets, for your convenience to update at any time.

In accordance with the state of Texas licensing regulations for Child Care Services, we must have for your child a completed set of immunization records and emergency authorization for medical care, prior to enrollment. These forms will be provided in order to protect all children enrolled at the center. Immunization records and health statements are not required for children enrolled in public school.

## School Age Program

A before and after school program is offered for school age children, including a healthy snack. On days when the school is closed for holidays or teacher workdays, we accept the children for full days. When school age children are in care for a full or half day, there will be an additional charge added to their regular tuition, as noted on the rate sheet.

If your child is dropped off before school and the bus fails to stop, one of the staff members will walk your child to school.



### **Children's Clothing & Personal Items**

Outdoor play is a regular part of the daily routine. Dress your children in clothes suited for the weather, with shoes that fit. Children's clothing may get stained from just being kids. Please bring the following items for your child and make sure that all articles are labeled with the child's name.

#### **Infants**

- ❖ Formula
- ❖ Pacifier
- ❖ Blanket
- ❖ 2 Complete sets of clothing (seasonal)
- ❖ Diapers
- ❖ Wipes
- ❖ Bottles for the day and/or Sippy Cup

#### **18 Months – Preschool**

- ❖ Backpack
- ❖ A change of clothing; including socks
- ❖ Child-size Blanket

#### **Toilet Training – Additional Items**

- ❖ Diapers/Pullups
- ❖ Wipes
- ❖ Extra Washable Shoes
- ❖ 4 to 5 Extra Sets of Clothing



## **OPERATIONAL POLICIES**

### **Drop-Off & Pick-Up**

Drop off time for Imagination Station is between the hours of 6:30 am and 9:30 am. Children are not to be brought in after 9:30 am due to the confusion it causes in the classrooms.

Our number one concern is the safety of your children. Please assist us by turning off your vehicles when dropping off and picking up children. Also, please help us keep the gate closed at the playground entrance.

We close the center at 6:00 pm daily. Please be at the center early to gather your child's personal items and to sign them out.

### **Release of Children**

Children will be released to parents/guardians or a person designated by the parent. School age children 5 and up, may be picked up, with written permission from a parent, by an underage child.

### **Custody Situations**

Imagination Station does not get involved in custody disputes and will follow a court order exactly as written. If you have a court order on file, please provide us with the most recent copy. State law states that in the absence of a court order, both parents have equal rights. If a custody issue creates a risk for our facility or staff, Imagination Station has the right to terminate care.

### **Sign-In & Sign-Out**

Parents/guardians are required to sign their children in and out when the child enters and exits Imagination Station.

### **Absences**

Please notify the director as early as possible if your child will be absent from childcare, either all day, after school or preschool. This is very important because we must account for every child we care for.



### **Text Alert System**

If we are unaware of why a pupil is not at Imagination Station by morning breakfast or on the bus after school, we will notify you via text message from (940)886-8377.



### **Rest Period**

All children will have a supervised rest period. Children may bring a small blanket and travel size pillow to sleep on. Please take these items home each Friday to launder.

### **Safe Sleep for Infants 12 Months and Younger**

All staff, substitute staff, and volunteers at Imagination Station will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- ❖ Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2427 and §747.2327].
- ❖ Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs [§746.2409 and §747.2309].
- ❖ For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].



- ❖ Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].
- ❖ Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- ❖ If an infant needs extra warmth, use sleep clothing such as sleepers or footed pajamas, as an alternative to blankets [§746.2415 and §747.2315].
- ❖ Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- ❖ Infants may use a pacifier during sleep. But the pacifier must *not be attached* to a stuffed animal or the infant’s clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].
- ❖ If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant’s health care professional [§746.2426 and §747.2326], stating that “the device is medically necessary.”
- ❖ Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- ❖ Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- ❖ If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- ❖ Awake infants will have supervised “tummy time” several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- ❖ Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant’s health care professional [§746.2428 and §747.2328].

## Toys

Please do not send toys (including electronics), to school with your preschool children.

School age children may bring handheld games, provided they are kept in a backpack, and used at teacher’s discretion. NO IPODS, IPADS, TABLETS, PHONES, or devices that are used to access the internet. The school cannot be responsible for lost or broken items.

## Screen Time

Screen time is limited to preschool and afterschool classrooms. Screen time is not allowed during breakfast, lunch, or snack.



### **Outside Food and Drinks**

Our daily menu includes; breakfast, lunch, and a healthy afternoon snack. All liquids and foods hotter than 110 degrees F are kept out of children's reach. The meals provided meet federal and state guidelines, established by the Department of Agriculture. No meals may be brought from home. Our students are young and it causes conflict and confusion.

If you desire to bring a cup or pacifier for your child, it must be marked with your child's name. Cups must be set in the kitchen on arrival and pacifiers must be kept in the child's bag or given to teacher to be used at appropriate times.

Children enjoy celebrating special events and we appreciate parents assisting with birthdays and holiday parties. Please make arrangements with your child's teacher in advance to bring only "store bought" treats.

### **Breastfeeding**

Human milk is the best source of milk for infants. Imagination Station supports nursing mothers and promotes breastfeeding.

- ❖ Breastfeeding mothers shall be provided a place to breastfeed or express their milk. This area will have an electrical outlet, comfortable chair, and nearby access to running water.
- ❖ A refrigerator will be made available for storage of expressed breastmilk.
- ❖ A pillow to support her infant in her lap, a stepstool to prop her feet, and water will be available to the mother while breastfeeding.



## **Field Trips**

All field trips will be approved by administration and permission slips will be required. Section 746.1801 of the Minimum Standards for Child Care Centers sets out the ratio of adult supervision requirements, which will be followed on all field trips.



## **Photography**

Imagination Station may, from time to time, photograph your child unless otherwise specified. Parents may photograph children during classroom parties/special events. A form is attached to the enrollment packet and should be filled out to specify your wishes. If you do not want your child photographed, you may want to remove them from special events.



## **Closings**

We will be closed during the following holidays:

- ❖ New Year's Day
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Thanksgiving Day
- ❖ Christmas Day

Imagination station will remain open during most inclement weather. However, during extreme weather or power outages we will contact you via our "Text Alert System," of closings or late openings. If we lose power for an extended period during normal hours of operation you will be contacted to pick up your child. Full tuition is due during inclement weather closings.

## **Discipline and Guidance**

Discipline and Guidance will be:

- ❖ Individualized and consistent for each child
- ❖ Appropriate to the child's level of understanding
- ❖ Directed toward teaching the child acceptable behavior and self-control
- ❖ A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
  - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - Reminding a child of behavior expectations daily by using clear, positive statements;
  - Redirecting behavior using positive statements; and
  - Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

Our staff will treat each child with respect and dignity. No child will be subjected to striking or spanking. Punishment will not be associated with food, naps or toilet training. Guidance will be used to promote self-discipline and acceptable behavior.

If a child's behavior endangers himself or another child the incident will be documented and addressed with the parent. If the behavior is consistent it could lead to suspension or termination of care.

## **Biting & Hitting**

Biting and hitting are common behaviors for toddlers and preschoolers. Some children and many toddlers communicate through this behavior. However, biting and hitting can be harmful to other children and to staff. This policy has been developed with both of these ideas in mind. Our goal is to help identify what is causing the incident and resolve these issues. The names of the children are not shared with the other parent.

### **When Biting, Hitting, or Uncontrollable Behavior Occur**

For the child bitten or hit:

- ❖ First aid is given to the any injury. If bitten, it is cleaned with soap and water. If the skin is broken, the wound is covered with a bandage.
- ❖ The child will be prompted to tell the child that bit or hit, "Biting/Hitting hurts!"
- ❖ A Boo-boo report is filled out and a copy is given to the parent.

For the child that bit or hit:

- ❖ The teacher will tell the child, "No! Biting/Hitting hurts!"
- ❖ The child will be prompted to tell the child bitten or hit, "Sorry!"
- ❖ The child will be placed in an age appropriate time out.
- ❖ An incident report is filled out and a copy is given to the parent.

The teacher will document unacceptable behavior:

- ❖ Place
- ❖ Circumstance
- ❖ Time of day

Documentation of an incident can help us to determine the best plan of action to prevent a future occurrence.

The teacher and staff will:

- ❖ Shadowed the child to help prevent any further incidents.
- ❖ Observed the child to try and determine what is causing the child's behavior.
- ❖ Work with the parent/guardian to solve the issue as soon as possible.

If a child bites 3 times within two weeks the parents will be called to pick the child up and the child will be suspended for the rest of a day and one additional day. If the child continues to bite and the issue cannot be resolved, the parents will be asked to make other day care arrangements.

Disciplinary/suspension for hitting or unacceptable behavior will be decided on an individual basis determined by the circumstances of the incidents.

## **Strategies for Aggressive or Uncontrollable Behavior**

Help children understand their emotions by using words or signs that identify and describe emotions. A child who uses words or signs to communicate is less likely to use aggressive behavior out of frustration.

Take biting or hitting seriously. Use a tone of voice and facial expression that conveys pain. "Ouch, that hurts," helps young children to differentiate between a person and an object that can't feel pain. Handle bad behavior in a firm but gentle way. Give praise, smiles, and hugs for good behavior.

## **Right to Dismiss**

Your child can be dismissed from Imagination Station if he/she becomes a danger to himself/herself, endangers the safety of the other children in the school, or becomes uncontrollable.



# **EDUCATION PROCEDURES & POLICIES**

## **Curriculum**

Our preschool program curriculum "High Reach Learning," accommodates infant, toddlers, and pre-k students. The early learning guidelines incorporated into the lesson plans include; physical, social, emotional, language, and cognitive development. The program promotes developmental age appropriate concepts and hands-on activities making learning exciting and fun.

Physical activity is met through daily outside play. If weather does not permit an indoor activity, such as exercise class or a hallway recreation period will be substituted.



### **Parent Involvement**

Communication is an important component of our child care center. Checkout “What We Did Today,” posted at each of our preschool classrooms. Watch for center announcements posted above the sign-in and sign-out sheets.

### **Parent/Guardian Conferences**

Two preschool teacher/parent conferences will be planned each year as an opportunity to discuss your child’s progress with their teacher.



### **Parent/Guardian Concerns**

If there are concerns or problems that need immediate attention, bring them to the attention of the director. This will prevent any communication breakdown and will insure a good relationship.

### **Parent/Guardian Participation**

We encourage parents/guardians to attend the following special events and parties:

- Annual Tea Party
- Halloween Party
- Christmas Party
- Valentine’s Party
- Annual Rodeo
- Easter Party

## **Open Door Policy**

Parents/guardians have an open invitation to visit without prior notification. You are an important part of our learning environment. We ask that you help us create and maintain a school environment based on integrity and respect, through appropriate conduct and interaction.

## **Parent/Guardian Code of Conduct**

No offensive language or violence will be tolerated.

Please dress appropriately when picking up and dropping off your children. Revealing clothing and going barefoot or shirtless, will not be permitted.

We are a smoke free facility; smoking is prohibited on the property.

## **HEALTH RELATED ISSUES**



### **Medication**

Parents and guardians should schedule administration of medication so that it does not involve the hours the child is in care. Please understand that Imagination Station is NOT required by law to administer medication. However, if medication is prescribed by a physician and must be administered during the hours a child is in care it must meet requirements listed below.

- ❖ Must be a current prescription, in a pharmacy labeled container.
- ❖ Must be given only to the child for whom it was prescribed.
- ❖ Must be given according to the written instructions of the physician.
- ❖ This includes medication administered through a nebulizer.
- ❖ Parents must fill out and sign a medical form giving authorization to administer medication.
- ❖ All medication provided by you must be stored by Imagination Station staff, out of the reach of children. Please do not send medications in your child's bag or backpack. All medication must be handed directly to the appropriate staff member.

Medication is administered once daily between 11:30 a.m. to 12:00 p.m. We reserve the right to refuse to administer any medication.





## **Medical Policy & Sick Child Exclusion**

Your child must be kept home if he/she exhibits any of the following symptoms:

- ❖ An oral temperature of 101 or higher; rectal, ear, or temporal artery temperature of 100 or higher; armpit temperature of 100 or higher.
- ❖ Discharging eyes or ears
- ❖ Discharging sore which cannot be kept covered
- ❖ Profuse nasal discharge
- ❖ Intestinal diarrhea and stomachache
- ❖ Vomiting
- ❖ Any undiagnosed rash
- ❖ Impetigo
- ❖ Ringworm
- ❖ Head Lice or Nits
- ❖ Illness preventing child from participating in child care activities, including outdoor play

If your child develops any of the above symptoms while at the center, we will isolate him/her and contact you to arrange for pick-up. If your child is sent home from the center ill, we ask that he/she not return until 24 hours after the symptoms have diminished.

In the event your child becomes ill, we shall provide a separate, supervised area for your child until you or an alternative care person can pick the child up. If your child becomes ill, please pick him/her up as quickly as possible.

If a child has any of the above within a twenty-four (24) hour period, the child should be kept at home to insure the child is completely well and no other children are exposed to the illness.

If your child has been exposed to or has acquired a contagious disease, the center is to be notified IMMEDIATELY!

## **Allergies**

Please make the director aware of any food allergies that your child has. If your child cannot drink milk, you must provide a note from the child's physician.

If your child has severe allergic reactions, you may leave a prescribed Epi pen at the center. Written instructions from a physician on administering must be provided.

## **Special Needs**

Parents must notify the director in writing if their child needs special care because of any previous medical problems, disabilities, or limitations. If the child has special needs, the parent must provide a statement from the specialist in the field of the child's disabilities regarding skills, ability and care requirements.

## **Injuries**

In case of minor injury the staff will administer basic first aid. Injuries will be documented and a report will be sent home at the end of the day.

In case of medical injury or illness requiring professional care you will be notified immediately. If the injury warrants emergency treatment an ambulance will be called and your child will be taken to the nearest medical facility, Electra Memorial Hospital, then you will be notified. As appropriate the staff will administer CPR or first aid.

## **Vision & Hearing Screenings**

We are required by the State of Texas to have vision & hearing screenings done once a year for children 4 years of age and older until they attend school.

## **Sunscreen**

Equate or Coppertone sunscreen/sunblock specifically manufactured for children and babies will be used on children 6 months and older to provide UVB and UVA protection when needed. When applying to the face it will be sprayed on hands first then applied. Sunscreen may be reapplied every 2 hours.

## **Insect Repellent**

Off, Cutter, or a child safe insect repellent will be used on children 6 months or older. When applying to the face it will be sprayed on hands first then applied. Exposed skin will be cleaned of spray when returning inside.

## **Vaccines – Preventable Diseases for Employees**

Employees of Imagination Station are not required to obtain immunizations. We leave this decision to the staff member, as determined between doctor and patient. Flu, pneumonia and Hepatitis B vaccinations are provided by the Hospital District at no cost to the employee.

# EMERGENCY & SAFETY PROCEDURES

## Medical Emergency and Injury that requires immediate attention

In the case of an emergency, we will:

- ❖ Call 911 or take the child to the nearest emergency room
- ❖ Perform First Aid/CPR
- ❖ Contact the parents (if parents cannot be reached, next available emergency contact will be called)
- ❖ Call the child's physician



## EMERGENCY PREPAREDNESS PLAN

### Evacuation Routes – Fire or Gas Leak

Evacuation route maps have been posted in each work area in case of an emergency such as a FIRE or GAS LEAK. The following information is marked on evacuation maps:

- ❖ Emergency exits
- ❖ Primary and secondary evacuation routes

### Fire Extinguishers

Locations of FIRE EXTINGUISHERS:

- ❖ Kitchen – east wall
- ❖ Front Entrance Hallway – north wall
- ❖ Central Hallway – southwest wall

### Assembly Points for Outside Building

- ❖ Front Door Emergency Exit – Meet at tree in the northwest corner of fenced playground and proceed together outside fenced area as needed.
- ❖ East Back Door – Meet at southeast concrete slab and proceed together outside fenced area as needed.
- ❖ West Back Door – Meet at southeast concrete slab and proceed together outside fenced area as needed.

## **Sheltering – Lockdown**

LOCKDOWN is implemented when the threat of violence or gunfire is identified. During LOCKDOWN, students and staff are to remain inside locked classrooms, with all exterior exits secured and locked. LOCKDOWN requires closing and locking doors immediately, after which no one is allowed to enter or exit. Do not evacuate classroom or building, until cleared by law enforcement or site administration. This response is considered appropriate for, but not limited to, the following types of emergencies:

- ❖ Gunfire
- ❖ Threat of extreme violence outside the classroom
- ❖ Imminent danger in the surrounding community

## **Tornado**

The designated safe area in the case of a TORNADO warning is the Center Room.

## **Electrical Failure**

In the event of an ELECTRICAL FAILURE the following precautions have been taken:

- ❖ There is emergency lighting in each classroom
- ❖ There is an Imagination Station cell phone with contact numbers for each student

If the electricity is out for a prolonged period of time:

- ❖ Parents/guardians will be contacted to pick up their child.
- ❖ Contact Electra Medical Hospital Maintenance Department at 940-495-3981, to make arrangements for freezer and refrigerator food preservation.

## **Alternate Shelter**

In the case of an emergency, which requires relocation away from the center, the children and caregivers will walk to an ALTERNATE SHELTER. Name and address of ALTERNATE SHELTER:

**Electra Memorial Hospital  
1207 S Bailey St  
Electra, TX 76360**

## Emergency Essential Documentation

Evacuation and relocation ESSENTIAL DOCUMENTATION and emergency items include:

- ❖ A classroom notebook with parent/guardian information and contact telephone numbers kept in the classroom for teachers to take in case of an emergency.
- ❖ Emergency bags with items needed to care for children, kept in the teachers' lounge.

## Administration

In the case of an emergency the following personnel will be in charge to ensure a safe and orderly emergency evacuation of children and caregivers.

Authority in order as listed below:

- |                      |                      |
|----------------------|----------------------|
| 1. Elizabeth Jones   | Director             |
| 2. Merinda Mirabella | Assistant Director   |
| 3. Jennifer Alicea   | Nutrition/Envir Svcs |

It is the responsibility of the ADMINISTRATION to:

- ❖ Take a count of children
- ❖ Make sure Emergency Contacts are notified
- ❖ And to make sure the emergency preparedness plan is followed in the event of an emergency

## Caregivers

In the case of an emergency it is the responsibility of all caregivers and staff to continue to care for the children until each child has been released or the evacuation, relocation, or sheltering/lockdown is lifted.



## **ABUSE & NEGLECT**

Our caregivers/teachers are required one hour of child abuse and neglect training annually with the focus on prevention, recognition, and reporting of abuse. We will assist parents in calling the police, the Texas Abuse & Neglect Hotline at 1(800)252-5400), and/or First Step emergency shelter at 1(800)658-2683.

First Step, Inc. offers community education and professional training programs. All First Step services are free. If you are interested in learning more contact a First Step representative at (940)723-7799.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1(855)427-2736 or visit [www.helpandhope.org/find-help.html](http://www.helpandhope.org/find-help.html)

### **Daily Health Checks**

Our caregivers/teachers conduct a daily visual health check of the children each morning upon arrival. Any changes in a child's behavior or appearance is documented and kept in a Health Check Log.

Imagination Station staff are required by Texas State Law and licensing to report immediately to the police or Child Protective Services (CPS) any signs of physical, sexual, or emotional child abuse, child neglect, or exploitation. The staff may not notify parents or guardians when a report of neglect or abuse has been made.

## **GANG-FREE ZONE**

Gang-related criminal activity or engaging in organized criminal activity within 1000 feet of a child care center is in violation of the law and therefore is subject to increased penalties under state law.

## **WEAPON FREE FACILITY**

Imagination Stations is a weapons free facility. It is prohibited to possess firearms and weapons in the facility or on the grounds, regardless of any license or permit that allows an individual to do so.

## **CHANGES TO POLICIES & PROCEDURES**

Policies are reviewed annually and updated as needed. Parents will be notified in writing of any changes to the operational policies and/or enrollment procedures.

## MINIMUM STANDARDS & RECENT INSPECTIONS

To review a copy of the Minimum Standards, please contact a member of the office staff to set up a time to meet, or visit [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us).

## HOW TO CONTACT LICENSING

Parents may contact licensing at:

- ❖ (940)249-0172
- ❖ [www.dfps.state.tx.us](http://www.dfps.state.tx.us)
- ❖ 1(800)252-5400