Imagination Station Child Care Center

Student Handbook

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

REVISED: 08/28/2026

HOURS OF OPERATION

7:15 am – 5:30 pm
Monday – Friday
January – December

AGES

Infants 6 weeks – 12 years

PHILOSOPHY

Each child needs to be treated with love, respect, and supported as they grow spiritually, intellectually, emotionally, physically, and socially. Imagination Station does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of race, color, national origin, sex, disability, or age in admission to, participation in, or receipt of the services and benefits under any of its programs and activities, whether carried out by Imagination Station Child Care Center directly or through a contractor or any entity with which Imagination Station Child Care Center arranges to carry out its programs and activities.

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 without a paid registration.

Tuition

Tuition payments for the program you selected are due in advance on **Monday** 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

Cash, checks, money orders, and debit/credit will be accepted for payment. You can also pay on the Brightwheel app. 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	$115.00
Full Time 18 months – 12 years	$95.00
Second Child	$85.00
After School	$60.00
After School – Additional Child	$45.00
Early Release Days	$2/day
Out of School Days (in addition to weekly fee)	$7/day
Out of School Days additional child (in addition)	$7/day

	Drop In Rates
Full Day – 0-17 months	$30.00
Half Day – 0-17 months	$20.00
Drop In Full Day – 18 months – 12 years	$25.00
Drop In Half Day – 18 months – 12 years	$15.00
Drop In – After School	$12.00
Drop In – After School Early Release Days	$15.00

	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 5:30 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 12 years. Completed documents and an enrollment fee are required prior to admittance.

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

Blank “Student Contact Sheets” are available by the cafeteria door, for your convenience, to update contact information without assistance.

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 7:15 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 5:30 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. The operation must comply with the court order as outlined in §§744.2801(b), 746.4101(b), or 747.3901(b), and keep a copy of the court order in the child's file.

Sign-In & Sign-Out

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

Absences

Please notify the director or a caregiver, as early as possible, if your child will be absent from childcare, either all day, after school. 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 9:30 drop off or on the bus after school, we will notify you via text message from (940) 886-8377 or through the Brightwheel App.

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 Form 3019, *Infant Sleep Exception/Health Care Professional Recommendation,* 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(b) and §747.2315(b)]. 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(b) and §747.2315(b)].
- ❖ 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 pajamas or sleep sacks, as an alternative to blankets [§746.2415(b) and §747.2315(b)].
- ❖ 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 [§746.2415(b) and §747.2315(b)] or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2401(6) and §747.2315(b)].
- ❖ 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 Form 3019, *Infant Sleep Exception/Health Care Professional Recommendation,* signed by the infant's health care professional [§746.2426 and §747.2326].
- ❖ 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 Form 3019, *Infant Sleep Exception/Health Care Professional Recommendation,* 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 children. Imagination Station is NOT responsible for any lost, broken, or stolen toys.

Screen Time

Screen time is limited to ages 2 and up. Screen time is not allowed during breakfast, lunch, or snack.

Outside Food and Drinks

Imagination Station is a member of the Child and Adult Care Food Program. 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. Students may bring a cold lunch from home (i.e sandwich, lunchable, etc) to be served in addition with the meal from the daycare. Imagination Station is not responsible for nutrition of the food your child brings.

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, nearby access to running water, and "Breastfeeding Basics for Mom and Dad", in English and Spanish versions.
- 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.

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 (Day after optional – will be determined year to year)
- Christmas Day (Christmas Eve optional – will be determined year to year)

Imagination station will remain open during most inclement weather. However, during extreme weather or power outages, check the **Electra Hospital** Facebook page for closings or late openings. You may also be contacted via our "Text Alert System", (940)886-8377 or through the Brightwheel App. 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

We strive to 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.

Discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. Strategies for challenging behavior may include:

- 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.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

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 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, hit or acted inappropriately:

- The child will be told the behavior is inappropriate, the teacher will guide the to use more appropriate ways to communicate.
- The teacher will tell the child, "No! Biting/Hitting hurts!"
- The child will be prompted to say sorry, when applicable.
- The child will be redirected or placed in an age-appropriate time out.

The teacher will document unacceptable behavior:

- Place
- Circumstance
- Time of day

Parents/Guardian and teacher/Director communication are on-going daily, to keep you informed of your child's progress. A Student Discipline Form may be used to document an incident, which can help to determine the best plan of action to prevent a future occurrence.
The teacher and staff will:

- Shadow the child to help prevent any further incidents.
- Observe 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 two times in a week the parents will be called to pick the child up and the child will be suspended for the rest of the day. The child may return the next day but if the child bites upon returning, the child will be suspended for the day and the following day. If the suspension is on a Friday, they will be suspended the following Monday. If the bite breaks the skin, the parent will be called to immediately pick up their child and they will be suspended for the 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.

Challenging Behavior

While we strive to create a nurturing and inclusive environment for all children, we recognize that occasional challenging behaviors may arise. Challenging behavior is any behavior that interferes with the child's optimal development, learning, or play or interference of this to others around the child. Examples include aggressive behaviors like hitting, spitting, biting, destroying objects, or bullying.

Here's our procedure for addressing challenging behaviors:

1. **Initial Response:**
    - When a child exhibits challenging behavior, the teacher will first attempt to redirect the behavior and address it within the classroom environment.
    - The parent will be notified of the incident via an incident report, detailing the behavior and any actions taken to address it.
2. **Collaborative Strategies:**
    - If the challenging behavior persists, the teacher and director will collaborate to develop strategies and modifications to support the child within the classroom setting.
    - These strategies may include adjustments to the environment, individualized behavior plans, or additional support from staff members.
3. **Parent Meeting:**
    - If the challenging behavior continues despite interventions, the director will schedule a meeting with the parents to discuss the situation.
    - During this meeting, the director and parents will work together to identify potential causes of the behavior and develop a plan to address it collaboratively.
    - Discussions will be focused on the overall goal of our Center.
4. **Notice of Discontinuation:**
    - In rare cases where challenging behavior persists and significantly disrupts the learning environment or compromises the safety of other children, the parents will be provided with a two-week notice to seek alternative daycare arrangements.

Throughout this process, parents will be kept informed daily of their child's progress and any updates regarding the management of challenging behaviors.
The Director reserves the right to suspend or terminate care immediately if deemed necessary.

EDUCATION PROCEDURES & POLICIES

Curriculum

Our center uses “Frog Street” curriculum for infants, toddlers, and pre-k students and is generated in both English and Spanish and can also be tailored to suit the needs of every child. 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.

Developmental Milestones Assessments:

Our program uses developmental milestone checklists for all children ages 0 months to 48 months. We will use the **CLI Engage Checklist**. School-aged children will not be given any assessments.
These assessments are given to all children, within the described age range, at minimum annually to support identifying any developmental delays. The results of these assessments will be shared and discussed with the parents/guardians. If delays are observed, a conference will be held with the parents/guardian to determine the next steps and options for early intervention support.

For children ages zero months to 48 months:
Referrals can be requested by the teacher and/or parents/guardians. Early Child Interventions can be made at: https://www.hhs.texas.gov/services/disability/early-childhood-intervention-services

For children ages four and up:
Children may be eligible for services from your local school district. The Texas Education Agency can provide you with information about special education services. A referral for assessment can be made by contacting the director of special education for your local school district.

Indoor and Outdoor Physical Activity

Physical activity is met through daily indoor and outdoor play. Both indoor and outdoor physical activity promote children's growth, development, good health, and a sense of wellbeing.

A minimum of two daily opportunities for outdoor play are scheduled, in which a child makes use of both small and large muscles. An infant birth through 12 months of age may engage in outdoor play for an amount of time as tolerated by the infant, and infants 13 months through 17 months of age, toddlers, or pre-kindergarten age children for a minimum of 60 total minutes daily. During inclement weather, an indoor activity, such as exercise/dance class or a hallway recreation period will be substituted.

Outdoor activity space includes covered shaded area, playground equipment, sidewalks, and grassy area with trees. Indoor activity space includes classrooms, hallway, and cafeteria.

Examples of Indoor and Outdoor Activities for infants, toddlers, and pre-kindergarten age children, according to age and development: tummy time, exercise, dance, sliding, riding on toys, pushing toys, bouncing balls, games, crawling, hopping, skipping, walking, running, jumping, art/craft, and center-time play.

During inclement weather, 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 in the Brightwheel app as well as the front windows by the door!

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. A Children's Learning Institute developmental checklist will be used to track your child's developmental milestones.

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. Parents can also file a complaint through either the Electra Hospital District's Compliance Officer at (940)495-398, call **1-800-252-5400,** or visit **www.txabusehotline.org**.

Parent/Guardian Participation

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

Halloween Party
Christmas Party
Valentine's Party
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. Imagination Station reserves the right to limit the length of your visit in order to maintain the daily routine of the students.

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.

Parent/Guardian Resources

Community resources and Student Contact Forms are available for parents/guardians' convenience, in the front north hallway, inside the clear pocket folders.

- Babies and Toddlers Services – Early Childhood Intervention
- Breastfeeding Basics for Moms and Dads, (English and Spanish versions)
- Child and Adolescent Services
- Flu: A Guide for Parents, (English and Spanish versions)
- ImmTrac2 Registry Information
- Newborn Screening for Early Detection of Disorders

- Travel Guide for Parents
- NAPSACC - Healthy Child Development Information
- Contact List

Parent/Guardian Policies

Parents have the right to:

Review:

- The operation's publicly accessible records;
- Written records about the parent's child;
- Any available video recordings maintained by the operation of an alleged incident of abuse or neglect involving the parent's child, with certain restrictions; and
- Staff training records and any in-house training curriculum;

Receiving from the operation:

- HHSC inspection reports regarding the operation
- Information regarding how to access the operation's compliance history online;
- Receiving the contact information for CCR;
- Being free from retaliation for exercising the parent's rights.

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.

We ask that you (the guardians) give any medicine in the morning to limit the handling of medication. We can administer medicine as often as prescribed by the child's doctor. 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; 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 without medication.

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. Program supports family and children who may need additional accommodations to include home language, special needs, differing abilities, and /or cultural needs.

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 classroom #607.

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. Director

2. Assistant Director

3. Next in Seniority by Hire Date

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

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 & PROCEEDURES

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.
To review the operation's compliance history online please visit:
childcare.hhs.texas.gov/Public/ChildCareSearch

HOW TO CONTACT LICENSING

Parents may contact licensing at:
925 Lamar St. #1800 Wichita Falls, TX 76301
325-795-5545
www.dfps.state.tx.us
1(800)252-5400

IMAGINATION
STATION CHILD CARE CENTER

Dear Parent/Guardian:

This letter is intended for parents or guardians of children enrolled in a child care center. *Imagination Station* ***offers healthy meals to all enrolled children as part of our participation in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). The CACFP provides reimbursements for healthy meals and snacks served to children enrolled in child care. Please help us comply with the requirements of the CACFP by completing the attached Meal Benefit Income Eligibility Form. In addition, by filling out this form, we will be able to determine if your child(ren) qualifies for free or reduced price meals.***

1. Do I need to fill out a Meal Benefit Form for each of my children in day care? You may complete and submit one CACFP Meal Benefit Income Eligibility Form for all children enrolled in child care in your household **only** if the children in child care are enrolled in the same center. We cannot approve a form that is not complete, so be sure to read the instructions carefully and fill out all required information. **Return the completed form to: Imagination Station Child Care Center, 700 S Main Street, Electra, Texas 76360.**

2. Who can get free meals without providing income information? Children in households getting Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR) can get free meals. Foster children (reference question #8 for more information on foster children) and children enrolled in a Head Start Program (HSP), Early Head Start Program (EHSP), or Even Start Program (ESP) and have not entered kindergarten) are also eligible for free meals. Households with children enrolled in a HSP, EHSP or ESP can provide a certification letter from the program of the child's enrollment and do not need to complete the CACFP Meal Benefit Income Eligibility Form.

3. Who can get reduced price meals? Your children can get low cost meals if your household income is within the reduced price limits on the Income Chart, sent with this application. Children in households participating in WIC may be eligible for reduced price meals.

4. May I fill out a form if someone in my household is not a U.S. citizen? Yes. You or your children do not have to be U.S. citizens to qualify for meal benefits offered at the child care center.

5. Who should I include as members of my household? You must include everyone in your household (such as grandparents, other relatives, or friends who live with you) who shares income and expenses. You must include yourself and all children who live with you. You also may include foster children who live with you.

6. How do I report income information and changes in employment status? The income you report must be the total gross income listed by source for each household member received last month. If last month's income does not accurately reflect your circumstances, you may provide a projection of your monthly income. If no significant change has occurred, you may use

last month's income as a basis to make this projection. If your household's income is equal to or less than the amounts indicated for your household's size on the attached Income Chart, the center will receive a higher level of reimbursement. Once properly approved for free or reduced price benefits, whether through income or by providing a current SNAP, TANF, FDPIR case number, you will remain eligible for those benefits for 12 months. You should notify us, however, if you or someone in your household becomes unemployed and the loss of income causes your household income to be within the eligibility standards.

7. What if my income is not always the same? List the amount that you normally get. For example, if you normally get $1000 each month, but you missed some work last month and only got $900, put down that you get $1000 per month. If you normally get overtime, include it, but not if you only get it sometimes.

8. What if I have foster children? Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Households may include foster children on the Meal Benefit Form, but are not required to include payments received for the foster child as income. Households wishing to apply for such benefits for foster children can provide the Texas Department of Family and Protective Services Form 2085FC, *Placement Authorization Foster Care/Residential Care*, to their child's caregiver and do not need to complete the CACFP Meal Benefit Income Eligibility Form**.**

9. We are in the military, do we include our housing and supplemental allowances as income? If your housing is part of the Military Housing Privatization Initiative and you receive the Family Subsistence Supplemental Allowance, do not include these allowances as income. Also, in regard to deployed service members, only that portion of a deployed service member's income made available by them or on their behalf to the household will be counted as income to the household. Combat Pay, including Deployment Extension Incentive Pay (DEIP) is also excluded and will not be counted as income to the household. All other allowances must be included in your gross income.

10. ***(Pricing program only)*** **Will the information I give be verified?** Maybe. We may ask you to send written proof to verify the information you submitted on the form. **What if I disagree with the decision about the information I complete on this form?** You can talk to **Elizabeth Jones**, either in person or by telephone at **(940)495-3646**. You may ask for a hearing by calling or writing to: **Elizabeth Jones, 700 S Main, Electra, Texas 76360.**

In the operation of child feeding programs, no person will be discriminated against because of race, color, national origin, sex, age or disability.

If you have other questions or need help, call **(940)495-3646.**

Sincerely,

Savanah Cato

Estimado Padre/Tutor:

Esta carta está dirigida a todos los padres o tutores de niños que están inscritos en centros de cuidado infantil. Imagination Station ofrece comidas saludables para todos los niños inscritos como parte de nuestra participación en el Programa de Atención Alimenticia para Niños y Adultos (CACFP, por sus siglas en inglés) del Departamento de Agricultura de Estados Unidos (USDA, por sus siglas en inglés).

El CACFP ofrece reembolsos por comidas y meriendas saludables que se les sirven a los niños inscritos en centros de cuidado de niños. Por favor, ayúdenos a cumplir con los requisitos del CACFP llenando el Formulario de Calificación por Ingresos para el Beneficio de Comidas que está adjunto a esta carta. Además, al llenar este formulario, podremos determinar si su hijo(s) califica para recibir comidas gratis o a un precio reducido.

1. ¿Debo llenar un Formulario de Calificación para el Beneficio de Comidas por cada hijo que esté en un centro de cuidado diario? Podría ser que tenga que completar y presentar un Formulario de Calificación por Ingresos para el Beneficio de Comidas del CACFP para todos los niños de su hogar que están inscritos para recibir cuidado diario, pero sólo si están inscritos en el mismo centro. No podemos aprobar un formulario que no esté completo, por eso, debe asegurarse de leer las instrucciones con cuidado y llenar toda la información que se solicita. **Devuelva el formulario ya llenado a: Imagination Station Child Care Center, 700 S Main, Electra, Texas 76360, (940)495-3646**

2. ¿Quién puede recibir comidas gratis sin tener que entregar información sobre ingresos? Pueden recibir comidas gratis los niños en hogares inscritos en el Programa de Asistencia de Nutrición Suplementaria (SNAP) (anteriormente "Estampillas para comida"), Asistencia Temporal para Familias Necesitadas (TANF), o el Programa de Distribución de Alimentos en Reservaciones Indígenas (FDPIR). Los niños en familias de crianza (consulte la pregunta Nº 8 si desea más información sobre niños de crianza) y los niños inscritos en el Programa "Head Start" (HSP), el Programa "Early Head Start" (EHSP), o el Programa Even Start ESP) y que aún no han comenzado el jardín infantil, también califican para recibir comidas gratis. Los hogares que tienen niños inscritos en un HSP, EHSP, o ESP, pueden entregar una carta de certificación del programa de que el niño está inscrito, y así no necesitan llenar un Formulario de Calificación por Ingresos para el Beneficio de Comidas del CACFP.

3. ¿Quién puede recibir comidas a precios reducidos? Los niños pueden recibir comidas a precios reducidos si los ingresos de su hogar están dentro de los límites de precios reducidos de la Tabla de Ingresos que se envió junto con esta solicitud. Los niños en hogares que participan en WIC podrían calificar para recibir comidas a precio reducido.

4. ¿Puedo llenar el formulario si en mi hogar hay una persona que no es ciudadano estadounidense? Sí. Ni usted ni sus hijos tienen que ser ciudadanos estadounidenses para calificar para el beneficio de comidas del centro.

5. ¿A quiénes debería incluir como miembros de mi hogar? Debe incluir a todos los miembros de su hogar (es decir, los abuelos, otros parientes, o amigos que viven con usted) que comparten los ingresos y los gastos. Debe incluirse usted mismo y a todos los niños que viven con usted. También puede incluir a los niños de crianza que viven con usted.

6. ¿Cómo entrego la información sobre mis ingresos y notifico los cambios en mi situación laboral? Su informe de ingresos debe presentar los ingresos totales brutos recibidos el último mes por cada miembro del hogar indicando la fuente. Si su informe de ingresos del último mes no refleja con exactitud su situación, puede presentar una proyección de sus ingresos

mensuales. Si no ha tenido cambios importantes, puede usar los ingresos del mes pasado como base para preparar esa proyección. Si los ingresos de su hogar son iguales o inferiores a los montos indicados para el tamaño de su hogar en la Tabla de Ingresos adjunta, el centro recibirá un mayor nivel de reembolsos. Una vez que tenga la aprobación para recibir beneficios gratis o a precios reducidos, ya sea mediante ingresos o presentando un número de caso vigente del SNAP, TANF, o FDPIR, usted seguirá calificando para recibir esos beneficios por 12 meses. Sin embargo, deberá notificarnos si usted o alguien de su hogar queda desempleado y la pérdida de ingresos hace que los ingresos de su hogar queden dentro de los parámetros para calificar.

7. ¿Qué puedo hacer si mis ingresos no siempre son iguales? Indique el monto que percibe normalmente. Por ejemplo, si sus ingresos mensuales generalmente son de $1000, pero en el último mes no trabajó tanto y sólo recibió $900, indique que recibe $1000 mensuales. Si generalmente trabaja horas extras, debe incluir eso también, pero no lo incluya si es solamente a veces.

8. ¿Qué hago si tengo niños de crianza? Los niños de crianza que están bajo la responsabilidad legal de una agencia o un tribunal de crianza califican para recibir comidas gratis. Cualquier niño de crianza del hogar califica para recibir comidas gratis independientemente de los ingresos del hogar. Los hogares pueden incluir a niños de crianza en el Formulario de Beneficios de Comidas, pero no están obligados a incluir los pagos recibidos para el niño de crianza como ingresos. Los hogares que deseen solicitar esos beneficios para los niños de crianza pueden entregar al cuidador del niño el Formulario 2085FC *Autorización de Colocación en Crianza / Cuidado Residencial* del Departamento de Servicios para la Familia y de Protección de Texas, y así no tendrán que llenar el Formulario de Calificación por Ingresos para el Beneficio de Comidas del CACFP.

9. Pertenecemos al ejército, ¿debemos incluir nuestras pensiones de vivienda y suplementaria como ingresos? Si su vivienda forma parte de la Iniciativa de Privatización de Viviendas del Ejército, y además recibe Un Beneficio Suplementario de Subsistencia Familiar, no incluya esas pensiones como ingresos. Además, con relación a miembros del ejército en zonas de combate, sólo se contará como ingresos del hogar la parte de los ingresos del miembro del ejército que hayan sido designados por él o a nombre suyo para que vayan al hogar. Los sueldos por combate, incluyendo el Pago de Incentivos de Extensión de Servicio (DEIP) también quedan excluidos y no se contarán como ingresos del hogar. Todas las demás pensiones se deben incluir en sus ingresos brutos.

10. ***(Únicamente para el programa de precios) ¿Se verificará la información que yo presente?*** Quizás. Quizás le pidamos que envíe prueba escrita para verificar la información que presentó en el formulario. **¿Qué pasa si no estoy de acuerdo con la decisión que se tome sobre la información que yo coloque en este formulario?** Puede comunicarse con [ingrese el nombre de la persona que está a cargo de manejar las quejas/desacuerdos], ya sea en persona o mediante el siguiente número de teléfono: [ingrese el número de teléfono del empleado ya mencionado]. Puede solicitar una audiencia llamando o escribiendo a: **Elizabeth Jones, 700 S Main Street, Electra, Texas 76360.**

En el manejo de los programas de alimentación infantil, no se discriminará a personas según su raza, color de la piel, nacionalidad de origen, género, edad, o discapacidad.

Si tiene alguna otra pregunta, o necesita ayuda, llame al (940)495-3646.

Atentamente,

Savanah Cato