



# Welcome to IZONE

## Parent Handbook

[izone@imaginationzone.org](mailto:izone@imaginationzone.org)

**Imagination Zone**

An Independently held company on  
Delaney and Patterson Campuses

Director: David Glenn

817-965-5213

7/24/2018

## **IMAGINATION ZONE**

### **Parent Handbook**

#### **General Information**

Imagination Zone (IZONE) is an independently owned privately held company operating on the grounds of KISD's Delaney and Patterson campuses. The program is held at the school facility, so your child is never transported by bus or van. The IZONE staff members are predominantly employees of Kennedale ISD, giving you confidence in the quality and security of our program. IZONE offers your child an opportunity to develop socially, emotionally and intellectually. The program will offer rotating sessions in the computer lab, playground, and gym. Employees are available to assist with homework each day. IZONE will provide the opportunity for supervised play, games, sports, and movies. Snacks will be provided daily.

#### **Open Door Policy**

Imagination Zone welcomes your visits. You are welcome to visit at any time during our operation without having prior approval to do so.

#### **Address and Telephone**

Imagination Zone is located on three campuses in Kennedale ISD:

Delaney Elementary  
203 Clover Lane  
Kennedale, TX 76060  
(817)563-8400

Patterson Elementary  
6621 Kelly Elliot  
Arlington, TX 76001  
(817)563-8600

**For billing & information call:  
(817)965-5213  
or email:  
david@imaginationzone.org**

#### **Tuition Policies**

IZONE is open Monday through Friday from 3:30 – 6:00 pm. We will be closed on all school holidays and inclement weather days. On early dismissal days the program will run from dismissal-6:00.

A registration fee will be due upon enrollment. If a child leaves our program, a new registration fee will be due if re-enrolled at a future date. Registration fees are non-refundable.

**Weekly payments are due each Wednesday by 6:00.** A prepay rate is available to families who pay monthly before the first day of the month. A \$5.00 late fee will be incurred by families who do not pay during the week of attendance.

Weekly tuition rates will be adjusted if a week is shorter than four days. Four day weeks will require full payment. Since we calculate our fees on an annual basis, tuition is due and payable each week

regardless of your child's attendance. **Absences do not affect your weekly payments unless you are using your child's vacation week.**

### **Important Reminders:**

- Each child is awarded **one** vacation week per school year. This means if a child does not attend Imagination Zone for a full week, payment is not required. **Please note that we need written notification of your vacation week – you can simply drop a note into the payment box as notification.**
- If more than one child is enrolled from the same family, a \$5.00 reduction in payment is awarded to the oldest child each week.
- A fee of \$25.00 will be assessed on any returned check. A returned check will require future tuition payments be made by cash or money order.
- Any student who falls two weeks behind in tuition payments will not be allowed to return to IZONE until tuition balance is caught up. Please note that consistent late payments may result in your child being removed from the program.
- IZONE is open from 3:30 – 6:00. A late pick-up fee of \$1.00 per minute after 6:00 will be charged when a child is left past the closing time. Payment of fee is required at the time it is incurred. Three late pick-ups may result in being removed from the program.
- **Should a need arise to withdraw your child from Imagination Zone; you are required to give a two-week written notification.** You can drop a note into the payment box to notify us of your intent to withdraw your student.
- 
- **Non-refundable Registration Fee: \$60.00**
- **Full-time Weekly Fee: \$75.00**
- **Part-time Fee: \$55.00 (three days or less)**
- **Discounted Monthly Fee Schedule (Part Time in Parentheses):**
- **Aug. (8/13-8/31): \$210 (\$150) Jan. (1/7-2/1): \$280 (\$200)**
- **Sept. (9/3-9/28): \$280 (\$200) Feb. (2/4-3/1): \$280 (\$200)**
- **Oct. (10/1-11/2): \$350 (\$250) Mar. (3/4-3/29): \$210 (\$150)**
- **Nov. (11/5-11/30): \$210 (\$150) Apr. (4/1-5/3): \$280 (\$200)**
- **Dec. (12/3-12/21): \$210 (\$150) May (5/6-5/24): \$210 (\$150)**

### **Enrollment Information**

Imagination Zone, Inc. 2017-18  
updated 7/24/2018

In compliance with state and local regulations and to ensure your child's safety, all enrollment requirements must be met before your child attends Imagination Zone. These requirements include completion of all enrollment forms. Any policy changes will be distributed to the parents in writing, and will be signed for by the parent to indicate receipt.

### **Departure**

- A sign-out sheet will be provided and must be signed by the parent upon the child's departure.
- Prior to your child's departure you must present to the Imagination Zone staff member a form of parent identification before your child will be released.
- It is important that, upon enrollment, IZONE be notified in writing of persons authorized to pick up your child. A record of authorized persons will be maintained by Imagination Zone. Any changes to this authorized person list must be made in writing.
- In the event that a parental divorce occurs after a child has been enrolled in Imagination Zone, it shall be the responsibility of the parent who is granted custody of the child to provide Imagination Zone with a copy of any custody decree or agreement and request that the pick-up authorization records be changed.

### **Discipline**

Imagination Zone provides consistent, positive discipline with an emphasis on reinforcing positive behavior and redirecting inappropriate behavior. A "time out" method of discipline is used when necessary. No use of physical punishment will be allowed.

\*See Imagination Zone's Discipline Policy.

### **Health**

The policy below is from the Minimum Standards and Guidelines of Day Care Centers, State of Texas:

An ill child must not be admitted for care if one or more of the following exists;

1. The illness prevents the child from participating comfortably in facility activities.
2. The illness results in a greater need for care than the staff can provide.
3. The child has any of the following:
  - a. Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates that the child can be included in the facility's activities.
  - b. Symptoms and signs of possible severe illness such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness – two or more episodes in 24 hours, rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs until medical evaluation indicates that the child can be included in the facility's activities.

- c. The child has been diagnosed with a communicable disease until medical evaluation determines that the child is no longer communicable and is able to participate in the facility's activities.

In order to protect the health of all children at Imagination Zone, our illness policy will include the above state law plus:

If a child becomes ill while attending IZONE:

1. The child's parent will be called and asked to pick up the child within one hour of the time of the call.
2. Appropriate attention and care will be given to the child until the parent arrives to remove the child.

### **Student Participation**

State law requires that your child be able to participate comfortably in activities. **If a child has an illness or condition which prevents him from participating fully in our program curriculum, including outdoor activities, a parent note is required. Your child is required to present the note to the Imagination Zone staff members.**

### **Parent Participation**

Parent participation is welcome and encouraged in our program at any time. Upon arrival, parents should check in with the site director or staff in charge and provide appropriate identification. Staff will share information about a child's day with parents on a regular basis, if this can be done without interrupting the supervision of other children. Staff members are to handle issues with parents in a courteous, professional manner.

### **Medication**

Imagination Zone will not give any medications. If medication is required by a doctor, first talk with the school's nurse. She will see if medication can be given by her before 3:00. It is very important that the school nurse and the IZONE staff members work together in meeting the medical needs of your child.

### **Injury**

Every effort is made by the staff at Imagination Zone to ensure the safety of your child. However, minor injuries do occur during normal, day-to-day activities. When an injury does occur, the parent may be contacted by telephone and a record will be made of the injury on an "Incident Report" form. A copy of this form will be given to the parent of the injured child when the child is picked up.

### **Emergency Medical Treatment**

In the event of a medical emergency, the following procedures will be followed:

- The Site Director, or qualified person left in charge, will be informed of the medical emergency
- In the event that 911 must be called, the call will be placed then the parent will be notified
- Trained staff will administer first-aid treatment or CPR if needed
- The child's physician will be contacted if needed

### **Immunizations**

Each child enrolled or admitted to IZONE must meet applicable immunization requirements specified by the Texas Department of State Health Services as specified in 25 TAC Chapter 97, Subchapter B (relating to Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education). Except as otherwise provided in this division, all immunizations that are required for the child's age must be completed by the date of admission.

Acceptable documentation of immunization includes:

- (1) A signed statement from the child's parent that the child's immunization record is current and on file at the school that the child attends. The statement must be dated and include the name, address, and telephone number of the school listed in the statement; or
- (2) An official immunization record generated from a state or local health authority, such as a registry, or a record received from school officials including a record from another state, that includes the child's name and birth date; the number of doses and vaccine type; the month, day, and year the child received each vaccination; and the signature or stamp of the physician or other health-care professional who administered the vaccine.

### **Clothing**

Our daily activities sometimes result in soiled apparel. Please dress your child in comfortable, washable clothing appropriate for play and within dress code for the school. Children prefer simple clothing they can handle without adult assistance. Outside play is included in our daily activities so please be sure your child has weather-appropriate clothing. All clothing should be clearly marked with your child's name.

### **Snacks**

Your child will be served a well-balanced snack each day. Meals are prepared, distributed, and posted monthly. **\*If your child requires a modified diet, a physician's written authorization is required.**

### **Food From Home**

**Please do not bring food, gum, or candy from home.** Food brought from home will be put away or given to the parent to take home.

### **Personal Items**

Imagination Zone provides an adequate supply of play equipment. Your child may wish to bring balls, toys, or electronic games. These items are not allowed. Imagination Zone is not responsible for any loss or damage to these items.

### **Nondiscrimination Policy**

Imagination Zone does not discriminate on the basis of gender, race, sex, or religion.

### **Parental Notification**

Parents will be notified about the following:

(a) After ensuring the safety of the child, IZONE will notify the parent immediately after a child:

- (1) Is injured and the injury requires medical attention by a health-care professional;
- (2) Has a sign or symptom requiring exclusion from the operation;
- (3) Has been involved in any situation that placed the child at risk. For example, a caregiver forgetting a child on the playground or not preventing a child from wandering away from the operation unsupervised; or
- (4) Has been involved in any situation that renders the operation unsafe, such as a fire, flood, or damage to the operation as a result of severe weather.

(b) IZONE will notify the parent of less serious injuries when the parent picks the child up from the operation. Less serious injuries include, but are not limited to, minor cuts, scratches, and contusions requiring first-aid treatment by employees.

(c) IZONE will notify all parents of children in the operation in writing and within 48 hours of becoming aware that a child in your care or an employee has contracted a communicable disease deemed to require notification by the Department of State Health Services as specified in 25 TAC Chapter 97, Subchapter A (relating to Control of Communicable Diseases).

(d) IZONE will provide written notice within 48 hours to the parents of all children in a group when there is an outbreak of lice or other infestation in the group. IZONE will either post this notice in a prominent and publicly accessible place where parents can easily view it or send an individual note to each parent.

### **Operational Policies §746.501, 17-21**

- If ever you have questions or concerns regarding our policies and procedures, you may contact the Director to review and discuss. Please contact David Glenn at (817)965-5213, or email [izone@imaginationzone.org](mailto:izone@imaginationzone.org).

- If you are interested in reviewing a copy of the Minimum Standards for Child-Care Centers, you may access <http://www.tdprs.state.tx.us>. It is also possible to speak with one of the directors to access a hard copy. A copy of the most recent inspection is posted on the Imagination Zone bulletin board for your review.
- If, for any reason, you need to contact the local licensing office, they may be reached at (817)321-8604. Their address is: 1501 Circle Dr. Ste. 310, Fort Worth, Texas 76119. The DFPS Child Abuse Hotline is 1-800-252-5400. The website is [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

### **Emergency Preparedness Plan**

Izone has a full Emergency Preparedness Plan which includes inclement weather, evacuation, health events, and other safety concerns. Per the state licensing guidelines, we conduct emergency drills each month to ensure student safety and knowledge of the procedures in the event of an emergency. A full inspection by the Child Care Licensing division of the Texas Department of Family and Protective Services is conducted on a regular basis to monitor our compliance concerning this and other areas of the program. The Emergency Preparedness Plan is kept on location and a copy may be provided to parents upon request.

### **Shared Space Plan**

There may be times when Izone must share space with an outside group of school age children. In the event that this should occur this will be the guidelines Izone will follow:

- All shared space locations must be large enough to accommodate a separation between the groups (ex. center dividing line in a gym or either side of the cafeteria). This shared space will only occur if Izone has an unobstructed entry and exit point from said location and it is within our customary proximity to the restrooms.
- When outside the groups must not co-mingle and a clear separation of groups must be present (ex. Izone will not occupy the same play space or be on the same equipment as another group). This shared space will only occur if Izone has an unobstructed entry and exit point from said location and it is within our customary proximity to the restrooms.
- Izone will not share restroom space with another group.
- Any shared space activities will only occur with school age children only, and we will never share space with an outside group of adults.

### **Facilities and Outdoor Play Equipment Addendum**



Since we are a licensed facility providing after-school care in a public school facility, we are required to inform you in writing when you enroll your child that the outdoor play equipment we plan to use may not meet Licensing standards specified in subchapter 744.3101 of the Minimum Standards for School-Age Children. All outdoor play equipment used by I-Zone is operated and maintained by Kennedale ISD.

Also, please note that other school-related activities may take place in the same location as I-Zone.

I-Zone staff will follow the campus Evacuation Plan in case of an emergency. The full Evacuation Plan is available for review upon request.

### **Imagination Zone Discipline Policy**

We believe discipline provides the foundation for proper behavior. Therefore, we have developed some basic rules that will give each child the opportunity for individual growth and successful cooperative play. Children who follow the rules will receive privileges, rewards, and positive reinforcement for their behavior.

#### **Imagination Zone Rules:**

1. Follow teacher directions.
2. Keep hands, feet, and objects to self.
3. Swearing, cruel teasing, rude gestures, and putdowns are not allowed.
4. Respect others and their belongings.
5. Follow the school's playground rules.

#### **The following are consequences for not following Imagination Zone rules:**

- First offense – verbal warning
- Second offense – time-out (not to exceed 5 minutes)
- Third offense – time-out (not to exceed 5 minutes)
- Fourth offense – time out (not to exceed 5 minutes) and receipt of discipline note

#### **Severity clause:**

Any child who intentionally destroys property or inflicts harm upon another person will be removed from the activity immediately, placed in time out, and will be issued a discipline note. Discipline notes are used to notify the parent of the problem behavior. A copy of the note is kept in the child's folder.

If a child receives three discipline notes, dismissal from the program can result.

### **Imagination Zone Philosophy and Goals**

The goal of Imagination Zone is to help every child to develop his or her potential in an environment filled with compassion, stimulation and encouragement. Activities are designed to facilitate the development of happy children with a positive self-image, enabling them to achieve their potential. We take seriously the trust you have placed in Imagination Zone by choosing us to care for your child. We believe that parents/guardians are the most important adults in the child's life. A strong partnership between parents/guardians and Imagination Zone will help ensure your child's success.

These goals are based on our philosophy that:

- Children are unique and as such are entitled to a teacher who will respect him as an individual. Our staff will relate to the children with courtesy, respect, acceptance and patience.
- Children are entitled to an environment that is safe, clean and provides opportunities for success. We offer activities appropriate for the developmental needs, individual interests, and ages of the children.
- Children are entitled to teachers who show competency, good judgment and self-control. Our teachers create a caring and nurturing atmosphere to enhance self-esteem and creativity.
- Children are entitled to consistent and positive methods of discipline. Our teachers encourage self-discipline and independence by setting age-appropriate limits and by rewarding acceptable behavior.

**KENNEDALE ISD INTERNET  
FOR IMAGINATION ZONE PURPOSES ONLY**

Acceptable Use Policy

Internet access is available to students and teachers in the Kennedale ISD (KISD). The Internet is a network of networks connecting millions of computer users all over the world. The Internet enables worldwide connection to electronic mail, discussion groups, databases, software, and other information sources, such as libraries and museums. KISD provides Internet access to promote educational excellence in our schools by facilitation resource sharing, innovation, and communication. The valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of KISD.

Controlling all materials on the Internet is impossible. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or controversial. With global access to computers and people, a risk exists that students may access material that may not be of educational value in a school setting.

Internet users at KISD are responsible for their actions in accessing available resources.

**TERMS AND CONDITIONS**

**Acceptable Use:** Internet access may be used to improve learning and teaching consistent with educational goals of KISD. KISD expects legal, ethical and efficient use of KIDF provided Internet access using KISD facilities, software, and equipment.

**Privilege:** Use of a KISD provided Internet connection is a privilege, not a right.

**Voluntary:** Use of a KISD provided Internet connection is voluntary, on the part of the student or teacher.

**Approval:** All use of any Internet Service Provider on KISD equipment and/or in KISD facilities requires prior approval of both the site based manager and the campus principal.

A complete KISD Acceptable Use Procedure Form must be on file in the campus principal's office prior to Internet usage on KISD equipment or facilities by any employee of the Kennedale School District.

Non employees and/or children of non-employees are not authorized to use KISD provided Internet Service Providers and/or KISD equipment and facilities to connect to the Internet.

Students that have received approval from the site based manager and teacher to use KISD provided Internet connection on KIDF equipment must have a complete d KISD Acceptable Use Form on file at their appropriate campus in a readily accessible location.

**Inappropriate Use:** Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette or that hamper the integrity or security of networks connected to the Internet.

**Violation of law:** Transmission of any material in violation of any state or US law is prohibited. This includes, but is not limited to copyrighted material; threatening, harassing or obscene material; or material protected by trade secret. Any attempt to break the law through the use of a KISD provided Internet Service Provider and/or KISD equipment and/or KISD facilities may result in litigation against the offender by the proper authorities. If

such an event should occur, Kennedale I.S.D. will fully comply with authorities to provide any information necessary for the litigation process.

**Commercial Use:** Use for commercial, income-generating or “for-profit” activities, product advertisement, or political lobbying is prohibited. Sending unsolicited junk mail, or chain letter, is prohibited.

**Vandalism/Mischief:** Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, and/or any networks that are connected to the Internet. This includes, but is not limited to, the creation or propagation of computer viruses. Any interference with the work of others, with or without malicious intent, is construed as mischief and is strictly prohibited.

**Electronic Mail Violations:** Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of others is prohibited.

**File/Data Violations:** Deleting, examining, copying, or modifying files and/or data belonging to another user are strictly prohibited.

**System Interference/Alteration:** Attempts to exceed, evade, or change resource quotas are prohibited. Causing network congestion through mass consumption of system resources is prohibited.

**Consequences of agreement violation:** Any attempt to violate the provisions of this agreement will result in revocation of the privilege to use the Internet on KISD equipment and/or property, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken.

**Final determination:** The campus principal will make final determination as to what constitutes inappropriate use.

**Denial, revocation, or suspension of use:** The campus principal may deny, revoke, or suspend the use of the Internet as required.

**Security:** If a user identifies or has knowledge of a security problem, the user must notify the campus principal. The security problem should not be shown to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to KIDF computer privileges.

**DISCLAIMER:** This agreement applies to stand alone units and units connected to networks. Kennedale ISD makes no warranties of any kind, whether expressed or implied, for the service it is providing and it is not responsible for any damages suffered by users. This includes loss of data resulting from delays, non-delivery, missed delivery, or service interruptions caused by its negligence or user errors or omissions. KISD is not responsible for phone/credit card bills and/or any other charges incurred by users. Use of any information obtained via the Internet connection is at the user’s own risk. Kennedale ISD specifically denies responsibility for the accuracy or quality of information obtained through its services.

**A signed copy of this agreement is part of the IZONE Enrollment Package and is retained in your child’s file with IZONE.**

## Imagination Zone Terms of Agreement

The following provisions constitute a tuition/enrollment agreement between Imagination Zone and the undersigned parent/guardian.

As the parent/guardian, whose signature appears below, I agree to and am aware of the following:

1. I have received and signed the Imagination Zone tuition agreement and Parent Handbook.
2. I am aware of the Imagination Zone hours and days of availability. IZONE provides care until 6:00 pm on all student school days. **Late charges are incurred at a rate of \$1.00 per minute per child after that time. The school clock is used to determine time. If my child cannot be picked up at the designated time, due to unforeseen difficulties, I will notify IZONE at 817-965-5213. Three late “pickups” can result in dismissal from the program.**
3. I have received and signed a copy of the Imagination Zone discipline Policy. I am aware the Imagination Zone has standards for behavior that promote self-control and successful social interaction. Children with persistent discipline problems (receiving three discipline notes) may be removed from the program.
4. Since Imagination Zone and the elementary school which your child attends are separate entities and due to the special tuition arrangements made, **payment may not be sent to school with a child. Adults will be responsible for placing payment in the designated payment box, or giving it to an Imagination Zone staff member.**

**A signed copy of this agreement is part of the IZONE Enrollment Package and is retained in your child’s file with IZONE.**

## Imagination Zone Tuition Rate and Agreement

IZONE is open Monday through Friday from 3:30 – 6:00. We will be closed on all school holidays and inclement weather days. On early dismissal days, the program will run from dismissal until 6:00.

- A \$60.00 registration fee will be due upon enrollment. If a child leaves our program, a new registration fee will be due if re-enrolled at a future date. Registration fees are non-refundable.
- **Weekly payments are due each Wednesday by 6:00 pm.** A discounted rate is available to families who pay monthly prior to the first day of the month. A \$5.00 late fee per child per week will be incurred by families who do not pay during the week of attendance. **Please note your child's name and the week or month you are paying on your check or money order!**
- Weekly tuition rates will be adjusted if a school week is shorter than four days. Four day school weeks will require full payment.
- Since we calculate our fees on an annual basis, **tuition is due and payable each week regardless of your child's attendance.** Absences do not affect your child's weekly payments unless you are using your child's vacation week.
- Each child is awarded one vacation week per school year. This means if a child does not attend Imagination Zone for a full week, payment is not required. **Written notification via the payment box is required when you use your vacation week.**
- If more than one child is enrolled from the same family, a \$5.00 reduction in payment is awarded to the oldest child each week.
- A fee of \$25.00 will be assessed on any returned check. A returned check will require future tuition payments to be made by cash or money order.
- IZONE is open from 3:30 – 6:00. A late pick-up fee of \$1.00 per minute after 6:00 will be charged when a child is left past the closing time. Payment of fee is required at the time it is incurred.
- Should a need arise to withdraw your child from Imagination Zone, **you are required to give a written two-week notice via the payment box on your campus.**
- When warranted, collection costs will be added to past due accounts and/or bounced checks. By signing this agreement, you are agreeing to pay any and all collection costs, late fees, and other charges incurred, as outlined in this agreement.

**Non-refundable Registration Fee: \$60.00**

**Full-time Weekly Fee: \$75.00**

**Part-time Fee: \$55.00 (three days or less)**

**Discounted Monthly Fee Schedule (Part Time in Parentheses):**

**Aug. (8/13-8/31): \$210 (\$150) Jan. (1/7-2/1): \$280 (\$200)**

**Sept. (9/3-9/28): \$280 (\$200) Feb. (2/4-3/1): \$280 (\$200)**

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**Dec. (12/3-12/21): \$210 (\$150) May (5/6-5/24): \$210 (\$150)**

I agree to the above terms and conditions relating to Imagination Zone tuition and fees.

Child's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

**This form must be returned. A copy is included in the Parent Handbook for your records.**