

Table of Contents:

- I. ENROLLMENT
- II. REGISTRATION FEE
- III. SECURITY DEPOSIT
- IV. TUITION SCHEDULE
- V. TUITION PAYMENT
- VI. EXTENDED CARE
- VII. LATE PICK-UP CHARGE
- VIII. ABSENCES
- IX. CENTER CLOSURES
- X. MEALS
- XI. SNACKS
- XII. CUBBIES
- XIII. SUPPLIES
- XIV. POTTY TRAINING
- XV. PARENT INVOLVEMENT
- XVI. POLICY ON CHILDHOOD ILLNESS
- XVII. POLICY ON THE MANGEMENT OF COMMUNICABLE DISEASES
- XVIII. MEDICATION ADMINISTRATION POLICY
- XIX. POLICY ON ACCIDENT/EMERGENCY TREATMENT
- XX. DISMISSAL TIME
- XXI. POLICY ON THE RELEASE OF CHILDREN
- XXII. SIGN-IN AND DISMISSAL PROCEDURES
- XXIII. POLICY ON BITING
- XXIV. POLICY ON DISCIPLINE
- XXV. POLICY ON EXPULSION
- XXVI. TERMINATION
- XXVII. ACKNOWLEDGMENT

The following rules pertain to Just Imagine Academy, LLC business policies. These policies are non-negotiable and are legally binding.

Just Imagine Academy LLC ('the Center') does not discriminate based on the basis of sex, race, religion, age, ethnic origin, or sexual orientation in its admission, employment, or in the administration of any of its programs.

## I. ENROLLMENT

Parent/Guardian agrees to submit (on or before the first day of care):

1. All requested information on the online enrollment form must be completely filled out and submitted.
2. Universal Child Health Record signed by a physician.
3. A copy of the child's immunization record.
4. Letter to Parents

## II. REGISTRATION FEE

A non-refundable program registration fee of **\$125.00** is payable for each enrolled child. Each additional child in the family who is enrolled must pay a non-refundable program registration fee of **\$125.00**. This fee must accompany your first tuition payment.

## III. SECURITY DEPOSIT

We require a security deposit for each enrolled child. A deposit equal to **1 monthly tuition installment** should also be included with your first tuition payment. This security is held to guarantee your child's class position for the next month's session.

We hire teaching staff based on anticipated enrollment. If you plan to withdraw your child from Just Imagine Academy, we require that you give us **1 month advanced written notice**. Upon written notice we will apply your security deposit toward the payment of the last month of services. **If you fail to give us 1 month advanced written notice, you will forfeit your security deposit.**

## IV. TUITION SCHEDULE

In order to maintain a full staff of experienced teachers and assistants; we rely on a consistent tuition schedule. **Children who attend less than full time, may not change their days of the week, nor add days, without additional payment.** Any changes must be presented in advance and approved by the Director. Just Imagine Academy LLC reserves the right to refuse or discontinue enrollment of a child when the association is not conducive to the welfare of the children of the program.

## V. TUITION PAYMENT

Parents will be charged for the full week whether the child comes for one day or all five. There are no make-up days for any days missed at the Center. Payment of tuition is required even if your child is on vacation. There will be **no refunds or credits for any unused days**; this includes absences for illness, holidays, inclement weather, personal reasons or early withdrawal.

Tuition can be paid either in full or in 10 installments for the school-year, or 2 installments for the camp program. Tuition installments are due on the **20<sup>th</sup> day** of the each month. If the **20<sup>th</sup> day** of the month falls on a holiday or weekend, payment **MUST** be in the office no later than **6pm on the day BEFORE** the holiday or weekend.

You have the option of paying in cash or by check. Post-dated checks for childcare are not acceptable. Check must be dated for the day services are being provided. Returned checks will be assessed fees payable in cash or money order for the full amount of the check, a **\$35.00** bank service fee, and any additional fees incurred as a result of your check not clearing. If two checks are returned, you must pay in cash thereafter.

Tuition installments not paid by the 20<sup>th</sup> day of each month will be given a **2-day** grace period. Tuition not paid by the **23<sup>rd</sup>** of the month will be assessed a late payment fee of **\$15.00**. Tuition not paid by the **24<sup>th</sup>** of the month will be assessed a late payment fee of **\$5.00 per day** until tuition is paid. If you are paying late, please include your late fees with your tuition payment.

Tuition is considered delinquent when in arrears by **60 days** or more, and upon notice and at the discretion of the Director. Children may not be allowed to continue attending Just Imagine Academy until either all past due amounts are fully paid, or partial payment is made along with an approved payment plan for the remaining balance of past due amounts. If financial difficulty prevents making timely payment of tuition, contact the Director so that a meeting may be scheduled to address the issue and explore a resolution satisfactory to all parties.

## VI. EXTENDED CARE

If you would like to request extended care for your child, these services are available to our JIA families at a discounted rate. Extended care must be pre-arranged with the Director with at least 24 hours notice. For extended care within our regular hours of operations (Monday-Friday 7am-6pm), send an email to the Director indicating your desired date(s) and hour(s). This will allow the Director to ensure that the appropriate staff is available at the center to care for your child. Your request must be received with a minimum of 24 hours to ensure discounted rate. **If your request is received in less than**

24 hours, JIA cannot guarantee approval for discounted services, and you will be charged according to our Late Fee Schedule listed below.

Extended care is only available in one hour increments. The rate is a flat rate of \$8.00 per hour of additional care. Please note, that \$8.00 will be the minimum charge for extended care.

**Examples:**

- a) If you need to extend your child's schedule an additional 15 minutes, the charge will be an additional full hour and the fee would be \$8.00.
- b) If you need an additional 1 hour and 15 minutes, the charge will be an additional 2 hours of care, and the fee would be \$16.00.

Payments are to be made at time of service, and can be paid in either cash or by check made out to Just Imagine Academy, LLC.

If you require extended hours on several days, please email the Director to determine whether an additional discount can be offered.

For children that are not drop off or picked up at their scheduled times, and have not pre-arranged extended care, you will be charged a late fee based on the Late Fee Schedule listed below.

## **VII. LATE PICK-UP CHARGES**

Tuition is based on the pre-arranged time that you have reserved with the Director, and is indicated on your **Just Imagine Academy Application for Enrollment/Agreement**. You are expected to abide by your pre-arranged time schedule. If you need to change your arrangement at any time, please contact the Director to request any changes.

Although services are available up until **6pm**, we are aware that emergencies and delays occur. Should circumstances arise, please be sure to notify us as soon as possible. A late charge will be assessed if your child is not picked up according to the pre-arranged time that you have reserved.

For late pick-up during regular service hours (**between 7am and 6pm**), charges are assessed as follows:

- **5 minutes grace period**

- 6 minutes – 15 minutes - \$5
- \$5 per every 15 minutes thereafter

For late pick-up during non-service hours (**after 6pm**), charges are assessed as follows:

- 5 minutes grace period
- 6 minutes or more = \$1.00 per minute

Payments are to be made at time of service, and can be paid in either cash or by check made out to Just Imagine Academy, LLC. Any late fees not paid at time of service will be given a **1-day** grace period. Any late fees not paid thereafter will incur a **\$5.00 per day** penalty fee until paid in full.

### VIII. ABSENCES

We are required by the State to keep accurate attendance records. If your child is sick or will not be attending the Center for any reason, you need to notify Just Imagine Academy that your child will be absent. If your child is ill, please inform us of the illness and symptoms so that we can report any reportable illness to the other parents. If your child is absent for any reason, you will still be charged the normal daily rate. When possible, absences should be communicated by email to the Director.

### VIX. CENTER CLOSURES

If there is severe weather or a Center emergency has happened, Just Imagine Academy will notify parents through the **News 12 Jersey** platform. Parents can watch News 12 New Jersey for school closing information or log onto <http://www.News12.com>. Parents may also download the News 12 app through the App Store, or Google Play.

The following are a list of Center closures throughout the year:

Labor Day

Veterans Day

Columbus Day

Thanksgiving Day

Day after Thanksgiving

Winter Break – December 24<sup>th</sup>-January 1st

Martin Luther King, Jr Birthday

President's Day

Good Friday

Memorial Day

Last Day of School – 4<sup>th</sup> Friday in June

Pre-Camp Break

**Summer Camp – 8 weeks**

Independence Day

Break for School Year

## **X. MEALS**

Each child should bring in a thermos filled with water along with healthy snacks and lunch packed in a lunchbox. If you prefer your child eat hot food, you may use an insulated lunchbox and/or thermos to maintain the food temperature.

You may also participate in the optional hot meal program provided by a select healthy food vendor. There is an additional meal plan charge (cost to be determined once a vendor is selected).

## **XI. SNACKS**

You should provide your child with a midmorning and afternoon snack. We ask that you please do not send candy, soda or gum to the Center with your child for a snack. Suggested snacks are posted under [www.justimagineacademy.com/healthysnacks](http://www.justimagineacademy.com/healthysnacks).

## **XII. CUBBIES**

Each child will be assigned a cubby (storage area), in or near their assigned classroom. They can be used to store your child's possessions, so that you don't have to bring their items back and forth. Please try to keep your child's possessions contained neatly in their cubby (Please label all of the children's belongings). Your child's work, important notices and information will be placed in your child's cubby. We ask that you please check your child's cubby each morning and afternoon that you bring your child to the Center.

### XIII. SUPPLIES

- **Diapers** - If your child is still in diapers please provide us with a one month supply of disposable diapers, wipes, and ointment (permission slip required). We will inform you when supplies are running low for your child.
- **Sheet/Blanket** - All full time students must have a sheet and blanket at the Center. At the end of your child's week please take their sheet/blanket home to be washed and returned to the Center the following week. We are required to send sheets and blankets home at the end of the week, regardless of how few days your child attends.
- **Clothing** - We provide a box under each child's cubby for a change of clothes. We ask that you provide two complete changes of clothes each day, three for infants, even if your child is fully potty trained. Please send an additional pair of socks to keep in your child's cubby. As the weather changes and as your child grows we ask that you update their clothes.
- **Outside Free Play** - Weather permitting, children will go outside for free play. Please send appropriate clothing according to the temperature.
- **Toys** - Books are always welcome for story time, however, please keep children's toys at home. We have many activities and toys at Just Imagine Academy that your child can share and enjoy.

### XIV. POTTY TRAINING

Parent(s) must have started the potty training process at home at least 2 weeks prior to requesting your child's teacher to assist with training.

Your child must be wearing a pull-up (with straps), appropriate clothing and show signs that they are "ready" and are practicing potty-training skills at home.

Your child's teacher will sit your child on the potty:

1. after breakfast, snacks, lunch and after naptime.
2. if your child asks for the potty.

Your child may be sent to the center in underwear if your child:

1. is asking or showing interest to go to the potty consistently
2. has NOT soiled their pull-ups for at least 4 to 6 weeks
3. has been wearing underwear at home for at least 2 weeks.

## XV. PARENT INVOLVEMENT

We believe that parents and teachers must have a rapport that is vital and ongoing. We have an open door policy and encourage parents to share their interest, concerns and suggestions on a daily basis. Parent involvement is very important. We plan many ways for parents to feel part of and contribute to our Just Imagine Academy community.

- **Classroom assistance** by parent volunteers is always welcome. We encourage you to become an active participant in your child's center. We have many fun activities planned throughout the year that we would like parents to participate in.
- We encourage parents to volunteer for **field trips** and other activities that we organize. The children seem to really enjoy having "their Mom or Dad" participate in some capacity. Notices will periodically request volunteers. Please get involved, the rewards are the many smiling faces that you will see.
- Teachers meet with parents twice a year during **Parent-Teacher Conferences** to discuss their child's progress.
- Each child's teacher posts weekly updates about the classroom on our **online website** at [www.justimagineacademy.com](http://www.justimagineacademy.com). Center information and announcements are posted on the Just Imagine Academy online website.
- Each child's teacher writes an informative **monthly newsletter** that highlights classroom experiences.
- For the infant and toddler program, your **child's daily activities** will be tracked and logged into the Baby-Connect online system. Parents should read this information daily. The program can be accessed by computer, tablet or smart phone. Baby-Connect should not be used for urgent and/or time sensitive communications rather parents should call the center directly.

## XVI. POLICY ON CHILDHOOD ILLNESS

In order to create a healthy and safe environment for all children, your child may be sent home for any symptoms of illness that appear during the day, (see the Table of Communicable Diseases and medical policies as required by the State). In such cases your child will be immediately isolated from the other children and you will be contacted by Just Imagine Academy. If you are asked to pick up your child, please make every effort to come as soon as possible, so as not to jeopardize the health of the other children.

If your child is contagiously sick, you should not bring the child into Just Imagine Academy. When the child is no longer contagious and is healthy enough to actively play



with other children they may come back to the Center. This helps protect the health and well-being of all the children at Just Imagine Academy, and enables us to provide the best possible environment for the children.

**Please do not send your child to Just Imagine Academy if they exhibit any signs of illness. Your child must be symptom-free for 24-hours prior to returning to Just Imagine Academy.**

These are common symptoms that a child has a contagious condition:

- Severe pain or discomfort
- Diarrhea (two or more watery stools in 24 hours).
- Vomiting
- A fever during the last 24 hours (a temperature of 100 degrees Fahrenheit or more)
- Lethargy
- Active sneezing or coughing.
- Yellow eyes or jaundice skin
- Discharge from eyes or ears.
- Infected, untreated skin patches
- Difficult or rapid breathing
- Rash in conjunction with a fever, itching, or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck
- Colored discharge from nose
- A sore throat (with fever or swollen glands)

- An eye infection

## **XVII. POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES**

A child who contracts any of the following diseases may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.

### **TABLE OF EXCLUDABLE COMMUNICABLE DISEASES:**

#### **Respiratory Illnesses**

- Chicken Pox\*\*
- German Measles\*
- Hemophilus Influenzae\*
- Measles\*
- Meningococcus\*
- Mumps\*
- Strep Throat
- Tuberculosis\*
- Whooping Cough\*

#### **Gastrointestinal Illnesses**

- Campylobacter\*
- Escherichia coli\*
- Giardia Lamblia\*
- Hepatitis A\*
- Salmonella\*

## Contact Illnesses

- Impetigo
- Lice
- Scabies
- Shingles

\* Reportable diseases that must be reported to the health department by the center.

\*\* Note: If a child has chicken pox, a health care provider's note is required for re-admitting the child to the center. Additionally, a note from the parent is required, stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

## XVIII. MEDICATION ADMINISTRATION POLICY

JIA will **not** give prescription medication or health care procedures to a child with a short-term illness.

JIA will **not** give over-the counter (non-prescription) medication or health care procedures to a child.

JIA will provide reasonable accommodations for the administration of medication or health care procedures to a child with special needs, if failure to administer the medication or health care procedure would jeopardize the health of the child or prevent the child from attending the center.

When we administer any medication or health care procedure to a child, we will follow these procedures.

Parents must provide written permission before any medication or health care procedure is administered to a child. Written permission is also needed if a school-age child is permitted to self-administer medication or a health care procedure.

Medication must be in its original container and labeled with the child's name, the name of the medication, the date it was prescribed or updated, the expiration date and directions for its administration. If a child may need a health care procedure while at the center (such as the use of a nebulizer, glucometer or epi-pen), parents must let us know

who can provide appropriate training for our staff, and how we can contact the health care provider.

Medication will only be given according to the directions on the label, unless we have other written instructions from a health care provider. A health care provider's note is also needed for any type of non-prescription medication other than antihistamines, cough suppressants, decongestants, fever reducers/pain relievers (such as acetaminophen and ibuprofen) or topical (skin) preparations (such as sunscreen and diaper rash preparations).

Medication or health care procedures will only be given by authorized staff who are informed of the child's medication and health care needs. If a child shows any adverse effects of medication or health care procedures, parents will be notified immediately. Unused medication and health care equipment will be returned to parents when no longer being administered.

We will maintain on file a record of:

1. The child's name and parental authorization;
2. The name of the medication;
3. The condition for which the medication or health care procedure is being used;
4. The instructions for administering the medication, including the dosage and frequency;
5. The time and by whom the medication was administered to the child; and
6. Any adverse effect the medication may have had on the child.

## **XIX. POLICY ON ACCIDENT/EMERGENCY TREATMENT**

Just Imagine Academy LLC is responsible for informing parents of any accidents occurring during the day. Accident forms are filled out, signed, and filed in the child's history folder.

In case of accidental injury, we will make an immediate attempt to contact a parent/guardian. If we cannot reach you, we will call the child's physician. If necessary, we will also call an ambulance or paramedics. Until the arrival of a parent, the physician, ambulance, paramedics, the Director, or Assistant will be in charge and make all decisions about the care of the child. You will be expected to assume responsibility for any resultant expenses that are incurred. The Center maintains a parent's signed consent form agreeing to this provision. It is to your child's benefit that you keep the Center up-to-date on phone numbers, emergency numbers, and other pertinent information.

## **XX. DISMISSAL TIME**

Because the avoidance of fatigue is an important part of a child's well-being, we urge you to pick-up your child on time. If you are going to be late, please notify the Center to request extended services, failure to do so will result in late fees being assessed. If you have made arrangements for someone else to pick-up your child, please notify the Center and please make sure that they are on your list of authorized individuals on the Emergency Release of the Just Imagine Academy Application for Enrollment/Agreement.

## **XXI. POLICY ON THE RELEASE OF CHILDREN**

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from Just Imagine Academy and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, Just Imagine Academy shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the Center's daily closing, the Center shall ensure that:

1. The child is supervised at all time;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the Center, the staff member shall call the Division's 24 hour Child Abuse Hotline (1-877-NJ-Abuse [1-877-652-2873]) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the Director and/or staff member, the child would be placed at risk of harm if release to such an individual, the Center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the Center is unable to make alternative arrangements, a staff member shall call the Division's 24-hour Child Abuse Hotline (1-877-NJ-Abuse) [1-877-652-2873] to seek assistance in caring for the child.

## **XXII. SIGN-IN AND DISMISSAL PROCEDURES**

We are very strict regarding our sign-in and dismissal procedures, therefore be sure you have designated at least 2 other individuals other than yourselves, to pick-up your child in case of an emergency. We require government issued photo identification of authorized pick-up designees and we require any individual picking up your child to report to the front office for pick-up authorizations. In order to keep children safe, Just Imagine Academy LLC has developed a Sign-in and Dismissal Policy.

Just Imagines' Sign-in and Dismissal Policy is as follows:

Arrival:

- Parents /Guardians that walk the child in are required to sign-in the child immediately upon arrival.

Dismissal:

- No child will be sent home with any individual unless noted as authorized to pick up your child on the Emergency Release section of the Just Imagine Academy Application for Enrollment/Agreement. (Be sure you include in the list, all the individuals that may eventually pick up your child.)

We appreciate your cooperation in maintaining the security of your children and the safety of our facility.

## **XXIII. POLICY ON BITING**

Even though biting is a perfectly normal stage of development during childhood, it is required by the NJ Department of Children's and Families that our center maintain a safe and healthy environment for all children in our care.

Biting occurs for many reasons whether it is teething, a lack of language, frustration, attention getting, being overly tired or simply just trying to get a reaction.

Just Imagines' Biting Policy on biting is as follows:

- If your child bites two (2) times (as long as the skin on the other person is not broken) on any one day, then your child will be sent home for the remainder of that day.
- If at any time the skin is broken due to a bite then the child will be asked to go home immediately.
- If the biting continues and is severe to a point that it becomes necessary to send the child home on a daily basis or is adding undue stress on the other children or the environment it may become necessary to terminate the child care

arrangements. (This would definitely be a last resort, and we will do everything possible to prevent it.)

Some steps that Just Imagine Academy takes to minimize biting in the center are:

- Shadow the biter so that he is she is always near the providers or within arm's reach.
- Redirect and reinforce through language that: Biting hurts, we use our teeth for food.
- Provide frozen teething instruments for those who need something to chew.
- Provide supportive information to parents who are worried about their child biting and offer suggestions on how to stop the biting habit.

We appreciate your cooperation in maintaining the safety of your children.

#### **XXIV. POLICY ON DISCIPLINE**

At Just Imagine we believe in positive discipline. These are the ways our positive discipline policy is applied:

Many of the following examples are focused on prevention.

- We have a few clear classroom rules that we teach the children
- We “catch the child being good”. It means we reward positive behavior as soon as we see it.
- We show appreciation of the child's perspective.
- We provide a warm and caring environment.
- We re-direct the child to a different activity when necessary.
- We provide personal attention to assist the child in dealing with a difficult situation.
- We never criticize the child; we explain that the specific behavior is not allowed in our center.
- If needed we remove a child from the activity that they were occupied with, in order to allow them to regain self-control.
- We provide the child 2 positive activity choices, so the child can easily choose the preferred activity.

If the child has a disciplinary problem, parents will be notified so we can take a course of action together to rectify the problem.

## XXV. POLICY ON EXPULSION

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

### IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

### PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.

### CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/ angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

### SCHEDULE OF EXPULSION

- If after the remedial actions have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.
- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one week notice depending on risk to other children's welfare or safety).
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

### A CHILD WILL NOT BE EXPELLED

- If a child's parent(s):



- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

#### PROACTIVE ACTIONS THAT JIA MAY TAKE IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.

#### **XXVI. TERMINATION**

Just Imagine Academy LLC reserves the right to terminate this agreement at any time for any sufficient reason, including but not limited to late payment, misbehavior or unruliness of the child. Just Imagine Academy staff will make every effort to give a reasonable notice to allow parents time to obtain alternate childcare arrangements.

You also have the right to withdraw you child from Just Imagine Academy at any time, for any reason.

However, you must give Just Imagine Academy a 30-day notice when canceling service. If Just Imagine Academy LLC is not given a 30-day notice, you will forfeit your security deposit.

## XXVII. ACKNOWLEDGMENT

I acknowledge and understand that as a registered member of the online website [www.justimagineacademy.com](http://www.justimagineacademy.com), I will have access to the Just Imagine Academy Parent Handbook, containing important information and policies and I will promptly undertake to read and agree to be bound by all such policies.

I understand that the Parent Handbook, and the Center's policies, are not intended to create a contract and that Just Imagine Academy may change, terminate, or add to any policies or practices described in the Parent Handbook or elsewhere from time to time to its sole discretion, with or without prior notice. I understand that all future updates to these policies may be found on the Just Imagine Academy website at [www.justimagineacademy.com](http://www.justimagineacademy.com) and that I am responsible for familiarizing myself with updates to these policies.

I understand that the Parent Handbook and other policies that reside on the Just Imagine Academy website supersede any and all previous parent handbooks and policy pamphlets.

By signing this form you agree that this is a legally binding agreement. Failure to abide by the policies detailed will result in termination of the agreement, forfeiture of deposit, or both.