Welcome to Abington Kids Imagination Station

We're so happy you're here! Abington Kids Imagination Station is designed to be a safe, playful, and imaginative space where children can explore, create, and pretend. This handbook outlines our policies so families know what to expect and can help us keep the space fun and welcoming for everyone.

Our Philosophy & Vision

At Imagination Station, we believe in:

- **Child-led play** that sparks creativity and confidence
- **Shared responsibility** between staff and caregivers
- **Clear expectations** to support safety and positive experiences

Our vision for Abington Kids Imagination Station is to provide a modern learning environment where children can interact with each other in a more creative and innovative way of learning. We are bridging the gap between school and working families to create an environment for children that mixes fun and learning. Our goal is to provide children with an open and flexible learning environment, which can support a range of experiences including delivering, applying, creating, communicating and decision making to initiate a healthy mix of learning and fun. Parents will get a safe and convenient place in the community for their child to enjoy fun activities with friends that help them learn in a non-traditional way.

Open Play Policy

Parents and guardians immediately notice the difference when they walk into Abington Kids Imagination Station. Our team puts great care and time into creating a safe, clean, and thoughtfully maintained environment for young children age 2 through 7. We are committed to high standards of safety, cleanliness, and quality control so families can play with confidence.

Our rules are designed for both children and adults. When parents and guardians follow the rules, they model positive behavior and help children learn how to respect shared spaces and expectations. Open play is a wonderful opportunity to teach children how to follow rules, take turns, and play safely with others.

We kindly ask for your cooperation with the following policies:

Safety & Supervision

- Children must be actively supervised by a parent or guardian (18 years or older) at all times.
- Abington Kids Imagination Station is not responsible for injuries resulting from play.
- Please encourage children to use the bathroom before entering the play area.
- For your safety, report all incidents or concerns to staff immediately.
- Shoes, hair clips, and any sharp or potentially hazardous objects must be removed before entering the play space.
- This facility is **nut-free**.
- Our team performs a full facility safety check daily to ensure all equipment is clean, secure, and in good working condition.

Behavior Expectations

- Aggressive, rough, destructive, or unsafe behavior is not permitted.
- Children are expected to take turns and play respectfully with others.
- No food, drinks, or gum are allowed in the play area.
- Children, or adults, who repeatedly disregard the rules may be asked to leave the facility.

Footwear & Hygiene

- Shoes are not permitted in the play area for children or adults.
- Grippy socks must be worn by children. You may bring your own or purchase a pair for $2.00
- Adults must wear socks at all times, even if not using play equipment. As role models, we ask adults to lead by example.
- Hand sanitizer is required before entering the play space.
- Our staff works diligently throughout the day and evening to maintain a clean and sanitized environment. As parents ourselves, we understand how important cleanliness is for young children.

Food Policy

General Food Guidelines

- Abington Kids Imagination Station is a **peanut-free** facility.
- All food brought into the space must comply with our allergy policies.
- Alcoholic beverages are not allowed.

Approved Foods

- Store-bought, clearly labeled items are strongly encouraged.
- Simple, low-mess foods (e.g., cupcakes, snack packs, fruit pouches) work best.

Drinks

- Drinks should have secure lids.
- Water is always encouraged.

Cleanup

- Families are responsible for disposing of food trash in designated bins.
- Please wipe down tables after eating (cleaning supplies provided).

Birthday Party Policy

Abington Kids Imagination Station is available to book on a Saturday or Sunday for a birthday party. You will have private access to the facility for 2 hours. Birthday packages start at **$400**.

Parties are 2 hours in length. Arrive no earlier than 10-15 minutes prior to your party. A designated party host will guide you through your party and let you know when the reserved party comes to an end. The Birthday Child counts as one child in party packages. There is a **10 child minimum for parties.** The party cost includes up to 15 children. The maximum number of children who can attend is 20 and the charge for the additional 5 children is $15 per child.

AVAILABILITY: Birthday parties are available Saturday and Sunday: 11:00 A.M. - 1:00 P.M. or 2:30 - 4:30 P.M.

BOOKING: Birthday parties must be booked **at least four (4) weeks in advance** of your desired party date. Payment in full is required to reserve your date and time. Your date does not go on our Birthday Party Calendar until we receive payment. Signed agreement and non-refundable deposit due to book party. **A $175.00 nonrefundable deposit is required at the time of booking for all parties.**

PAYMENT: In order to secure your event the total fee is due no later than 48 hours prior to your party. Payment can be made via check that can be dropped off at the center or online using a credit card.

CANCELLATION POLICY: If you provide Imagination Station written notice of cancellation 15 or more days prior to the party date (to marygraham@kidscreativelearningcenters.com), the fee paid, minus the nonfundable deposit, shall be refunded. If cancellation takes place 8-14 days before the scheduled date, the cancellation fee for refund is 50% of what has already been paid for minus the non-refundable deposit.

If cancellation takes place less than 8 days before the scheduled date, no refund will be issued. Rescheduling, at the host's request, is considered a cancellation and will incur the same fees.

COST: **The space can be booked for a birthday party starting at $400**. This entitles the host to the space for two hours but all decorations and food are to be provided by them. **Hosts can pay $425 for a themed birthday party**. Decorations will be provided by Abington Kids

Imagination Station. Food must still be provided by the hosts. Add-ons can be purchased for a variety of costs and will be addressed during your party planning session.

FOOD & DRINK: Hosts are welcome to bring outside food and non-alcoholic drinks. All food and drink must stay in the party room. Ice cream cakes, any items with nuts, and alcohol are not allowed.

ARRIVAL: Hosts may arrive 10-15 minutes prior to the start of the party for set-up.

CLEANUP: Cleanup must be completed within the 2-hour party time. We cannot accommodate time extensions. Abington Kids Imagination Station is a "carry in/carry out" facility. Please plan to leave the party hall and play area as you found it. Kindly take all leftovers, trash and recycling with you when you leave.

Cancellation, Refund, and Inclement Weather Policy

To ensure fairness and clarity for all families, Abington Kids Imagination Station follows the policies outlined below.

Birthday Party Cancellations

- If the birthday host chooses to cancel their event, all cancellations are subject to the **cancellation and refund policy** outlined in this handbook.
- Refunds are not guaranteed and will be issued only in accordance with the stated policy terms.
- Deposits and payments are non-transferable unless otherwise specified.

Inclement Weather Closures

- If Abington Kids Imagination Station closes due to inclement weather, families who have **paid in advance** will receive a **coupon code** to be used toward a future event of the **same price point**.
- Coupon codes are non-refundable and may not be exchanged for cash.

Rescheduling Due to Weather

- In the event that Abington Kids Imagination Station must cancel a private event due to weather, we will offer the **next available date** whenever possible.

Weather Communication

- Weather-related closures will be announced via **official Abington Kids Imagination Station social media channels**.

- Families who are **pre-registered for an event** will also receive an **email notification** if a closure is necessary.

These policies are in place to ensure safety, consistency, and the best possible experience for all families.

Parental & Caregiver Responsibilities

By entering Abington Kids Imagination Station, caregivers agree to:

- Supervise their child(ren) at all times
- Intervene when behavior becomes unsafe or disruptive
- Ensure children treat staff, peers, and materials with respect
- Take responsibility for any intentional damage caused by their child

We believe behavior guidance works best when families and staff work together.

Safety & Liability

- Play is inherently active, and minor bumps may occur.
- Caregivers assume responsibility for determining whether activities are appropriate for their child.
- Abington Kids Imagination Station is not liable for lost or stolen personal items.

Photography & Social Media

- We may occasionally take photos for promotional purposes.
- Please inform staff if you do not wish your child to be photographed.
- Families are welcome to take photos of their own children.

Thank You

Thank you for being part of our Imagination Station community! Your cooperation helps us maintain a joyful, safe, and creative space for all children and families.

If you have any questions, please don't hesitate to ask a staff member or contact us at **mgraham@abingtonkidsimaginationstation.com**

Acknowledgement & Agreement

By signing below, I acknowledge that I have read, understand, and agree to follow the policies outlined in the **Abington Kids Imagination Station Family Handbook**. I understand that active play involves some risk, and I accept responsibility for supervising my child(ren) at all times while in the facility.

I agree to follow all open play, birthday party, food, and parental responsibility policies. I understand that failure to follow these policies may result in removal from the play space without refund.

Child(ren)'s Name(s): _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____

Phone Number: _____

Email Address: _____

This signed acknowledgement will be kept on file by Abington Kids Imagination Station.

FOR OFFICE USE ONLY:

- ☐ Deposit Made on this date:
- ☐ Deposit Format:
- ☐ Event added to calendar on this date: