

# Apple Tree Prep

Quality Learning Centers

## Parent Handbook



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Dear Parents,

Thank you for your interest in Apple Tree Prep to meet your childcare needs. Our Parent Handbook covers many very important policies and procedures regarding the care and education of your child.

We welcome you to our early childhood program and are excited you are joining us. We appreciate the confidence you have in our ability to teach and care for your most prized possession; your child.

The best assurance for the success of your child's experiences is the close cooperation, interaction, and understanding of both parents and staff. Our curriculum has been planned for the children with the goal of helping them in their mental, emotional, social, and physical development. This is accomplished by a well-rounded program of guided free play, structured class time, many social experiences and special guest visits. We welcome your questions, comments and suggestions.

Sincerely,

Appletree Prep Admin



### ***Our Philosophy...***

We believe all children need to have opportunities to learn and develop to their full potential. We believe it is important to have a safe, developmentally appropriate environment that encourages socialization skills, independence, and a positive self-image where children can develop at their own pace. Apple Tree Prep is committed to serving the families and community by providing support and encouragement in a safe, healthy, nurturing environment.

***"Where Children Bloom From the Roots Up"***

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## **ENROLLMENT**

Apple Tree Prep provides care for children 6 weeks to 12 years of age.

Apple Tree Prep does not discriminate on the basis of a person's religion, color, race, sex, age, national origin, and disability or Vietnam Era status when determining eligibility for enrollment. The center requests all information pertaining to the child such as legal documents regarding custody and special needs assessments.

All enrollment information is kept on file. It is very important that parents update the information as changes occur. All information on each child and his/her family is kept completely confidential.

### **Special Needs / Inclusion**

Apple Tree Prep is committed to providing a facility that allows children with all ability levels including special needs to remain in a "natural setting" while receiving the extra care they need. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs. Our staff and management are prepared to work with you to provide or locate the services that are necessary for you and your child. All documentation and records are kept confidential.

### **Months and Hours of Operation**

Year Round (Jan.- Dec.)

Monday - Friday

6:30am to 6:30pm

Apple Tree Prep will be **closed** on the Holidays listed below. Should any of these Holidays fall on a Saturday, we will be closed that previous Friday. Should any fall on a Sunday, we will be closed that Monday. Apple Tree Prep will be closed up to two days at Christmas.

- New Year's Day
- Memorial Day
- Independence Day
- Teacher Work Day  
(Friday before school starts)
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day



Apple Tree Prep will close at 3:00 pm on New Year's Eve.

## **PROGRAMS**

We have developed a program that provides a challenging and stimulating balance of structured learning activities, physical activity, free play, and most of all, lots of hugs. We offer fun, educational and age-appropriate activities that instill a hunger for learning.

Reading is a key factor in a child's education. Apple Tree Prep will promote literacy at an early age. We have an abundant selection of books to meet the interest of each individual. Interactive reading is a part of the schedule and when age appropriate, children are encouraged to read on their own.

Daily schedules are established for each room to meet both the needs of the different age groups as well as for child care licensing. Daily schedules include many opportunities for large group participation, small group interaction, independent learning in activity centers, and outside exploration and play. Each classroom has scheduled mealtimes, snack times and rest times. Daily schedules are posted in each room.

We use Creative Curriculum which enhances a child's imagination, creativity, social skills, and basic values through theme-based learning. Children are challenged daily to build self-assurance and problem solving skills. By carefully planning educational opportunities, we develop the whole child: socially, physically, emotionally, academically and spiritually.

### **Meals and Snacks**

Apple Tree Prep provides daily menus that meet the USDA requirements for young children according to their age. Menus are posted each week so parents can be aware of what their children will be served each day. Should your child have any allergies or special food related needs, please speak with the director upon enrollment so arrangements may be made to accommodate those special needs. No outside food should be brought into the center unless there is a specific allergy which has been documented.

- Breakfast (7:30 - 9:00 am)
- Lunch
- Snack

### **Allergy Alerts**

PEANUTS or PEANUT BUTTER will **NOT** be served and parents are asked not to bring it into the center.

Should your child have an allergy (food, medication and/or environmental), Apple Tree Prep asks you to please put it in writing on the enrollment form and bring it to the attention of the Director immediately.

# The Creative Curriculum for Early Childhood

## Our Philosophy

The philosophy behind the Creative Curriculum that we here at Apple Tree Prep use is that young children learn best by doing. Learning does not involve simply repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in.

During the early years of a young child's life, children explore the world around them by using all of their senses (touching, tasting, listening, smelling, and looking). In using the materials that we provide here at Apple Tree Prep, such as blocks and trying out their ideas, children learn about sizes, shapes, and colors as well as noticing relationships between objects.

Play provides the foundation for academic or "school" learning. It is the preparation children need before they learn highly abstract symbols such as letters (which are symbols for sounds) and numbers (which are symbols for number concepts). Play enables us to achieve the key goals of our early childhood curriculum. Play is the work of young children.

## The Goals of Creative Curriculum

The most important goal of our early childhood curriculum here at Apple Tree Prep is to help children become enthusiastic and lifelong learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. We're teaching them *how* to learn, not just in preschool, but all through their lives. We're allowing them to learn at their own pace and in the ways that are best for them. We're giving them good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

Our curriculum aligns with the Georgia Early Learning Standards by identifying goals in all areas of development:

- **Social:** To help children feel comfortable in school, trust their new environment, make friends, and feel they are a part of a vast multicultural group.
- **Emotional:** To help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.
- **Cognitive:** To help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
- **Physical:** To help children increase their large and small muscle skills and feel confident about what their bodies can do.
- **Language and Literacy:** To help children develop and increase their language acquisition we incorporate into each classroom a variety of language and literacy games, nursery rhymes, print rich environment including but not limited to books, puzzles, board games and music activities.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children, are all designed to accomplish the goals of our curriculum and give each child a successful start in school.

## **Infants / Toddlers**

Infants and toddlers have their own special needs and schedules. Parents will establish with staff all infant schedules to be followed. Parents are required to complete an Infant Feeding Plan upon enrollment. This feeding plan will be updated regularly until the child is on table foods and regular milk. Parents will provide all baby food and cereal for children 6 weeks to 12 months. Parents are required to provide daily prepared bottles for your child until he/she begins drinking regular milk. No glass bottles are allowed. Children will be provided food from the daily menus posted at the center when are able to eat regular table foods. Bottles and food must be clearly marked with the child's first and last name. Foods cannot be left overnight at the center. If bottles are left at the end of the day, the contents will be discarded. Each bottle and pacifier must have your child's first and last name on them and each bottle must have a cover/lid on it. This is a state requirement.

Parents furnish their child's disposable diapers and wipes. Please remember to bring diapers daily or leave a supply at the Center. Your account will be billed should diapers need to be borrowed from Apple Tree Prep.

Apple Tree Prep follows the state required guidelines for infant sleeping. All infants are put to sleep on their backs. Infants who are able to turn over on their own have labels indicating this on their crib.

Any special accommodations must be accompanied by a note from the child's physician.

Apple Tree Prep accommodates our nursing moms. A special nursing room separate from the classroom is available for any mom who may need to nurse during school hours. This room is equipped with soft lighting, a rocking chair, electrical outlets and breastfeeding specific parent resources.

## **Preschool**

Through weekly themes, the children learn new concepts, allowing them to extend their play and to share individual interests and ideas. Our preschool program emphasis is placed on socialization skills as children learn to play both creatively and cooperatively through variety of learning opportunities

## **School-Age Children**

Apple Tree Prep provides care for school aged children during the school year as well as on days they are out of school at an additional cost. However, we need to know in advance if your child will be attending for the full day school is out. A sign up sheet for those days will be located in the classroom. It is necessary for you to sign your child, or children, up for the full day of care. If you sign your child up, you will be charged for a full day of care regardless of your child's attendance for that day. This is necessary for proper staffing and to ensure your child's spot remains held.

Apple Tree Prep provides a fun-filled and exciting summer camp experience for school-age children each summer.

## **Promotion of Children**

Children six (6) weeks to three years are promoted by child development rather than age. Children visit the new class several times for short periods of time so they can adjust to the new classroom and their new classmates. Children promoting to the two (2) year old

class must be able to attend all day without a bottle. Three (3) year olds must be fully potty trained before they can move to the preschool class.

### **Developmental Assessments**

Ages and Stages is the #1 State Approved Developmental Screener that we have at Apple Tree Prep will use as a guideline to monitor your child's development. There ASQ is a set of questionnaires about your child's development. It has been used in Early Childhood Education for more than 20 years with young children between the ages of 1 month - 5 years old and has been proven to be an effective tool to assure children are developing on schedule.

The ASQ looks at how children are doing in important areas, such as speech, physical ability, social skills and problem-solving skills. The ASQ can help identify your child's strengths as well as any areas where your child may need further support either in the classroom/home or with another qualified individual. ASQ's are completed twice a year. Upon completion of the ASQ's, assessment results will be shared with the parents during parent conferences twice a year as well. *For more information about Ages and Stages, you may visit [www.agesandstages.com](http://www.agesandstages.com)*

### **Multiculturalism**

Multiculturalism is vital for all children to set social goals and promote respect for all people and the environment. We utilize books, music, games and a wide range of activities to teach the children about diverse cultures and the world. Apple Tree Prep encourages parental involvement to share their family funds of knowledge with the children and staff.

### **Language and Literacy**

Spanish is offered as a language enrichment opportunity to children. It coincides with our weekly lesson plan themes and activities. It is offered to all ages.

Sign Language is offered as a language enrichment opportunity for our youngest infants and toddlers. Through basic sign language children are able to communicate needs as they begin to expand on their language skills.

### **Extra-Curricular Activities**

Apple Tree Prep offers a variety of extra curricular activities throughout the year. Information may be obtained from the front desk.

PlayBall is offered as a physical education opportunity to children. It is a highly specialized program, devised and continually updated by sports experts, occupational therapist and educational specialist.

### **Outside Time / Physical Activity**

Bright from the Start Rules and Regulations state that outdoor activities shall be provided daily, weather permitting. Infants shall spend at least one hour daily out of doors and all other children one and a half hours out of doors. Bright from the Start provides a temperature scale to determine outside time should there be severe heat or cold as well as heat index. These are posted in each classroom.

Children spend a minimum of 30 minutes indoors and 90 minutes outdoors each day enhancing their large motor skills.



"A child may be excused from outdoor activities for a limited period of time if there is documentation that outdoor activity is medically contraindicated or there is an occasional written request by the parent that the child be excused from outdoor activities for a very limited amount of time because of special circumstances"

### **Toilet Training**

We feel that it takes a partnership between the staff, parents, and children to have a successful, positive toilet training experience. It is recommended that toilet training begin when a child shows an interest. Parents and staff work together to establish the training process. Patience and positive support will be given to children and their parents as they go through this learning experience. We ask that you provide several changes of clothing each day for your child in the event of minor setbacks.

Two year olds can be placed in a 3 year old class if the following conditions have been met:

- (1) Your child's age is 2 year 6 months
- (2) Potty trained (not in pull-ups or the equivalent)
- (3) Developmentally ready to be grouped with children 3 years of age

A mixed-age (20%) ratio will apply anytime a two year old is present in a classroom. Ratios cannot be doubled during day time scheduled rest or sleeping periods anytime a two year old is present.

Only children two and three year of age will be grouped together. Children four years of age and older will be grouped separately.

### **Diaper Changing Procedures**

The diaper changing table is sanitized after each use. Soiled clothing is NOT rinsed out due to state regulations. Instead, these items are placed in a plastic bag and sent home. Staff members wash their hands before and after each diaper change and wear gloves while changing. Staff members also wash the children's hands after each change.

When a child is on the changing table, a staff member will always have at least one hand on the child to protect against falls. Diaper rash ointment may be applied per parent instructions, provided a Non-Prescription External Preparations Authorization form has been completed and signed.

The complete step by step procedure for diaper changing is posted by each changing table. All diaper changes are documented on daily sheets. Apple Tree Prep is unable to accommodate the use of cloth diapers.

### **Clothing and Personal Belongings**

Children will be very busy each day exploring their learning environment. We ask that parents dress their children each day in clothing that is comfortable and appropriate for the weather. Please provide coats when the weather turns cold. We also ask that each child provide an extra set of clothing in the event they need to change into clean clothes. Clothes should be marked with permanent ink or name labels. Apple Tree Prep cannot be responsible for lost items.

## **Rest Time**

It is important for all children to have an opportunity to rest each day. Children in our infant classrooms will rest according to their individual schedules. Children in the toddler and older rooms will rest according to the schedule posted in their individual classrooms. Children who do not nap will be allowed to read quietly or do other quiet activities while the other children nap.

## **Birthdays and Celebrations**

We will be happy to help your child celebrate his or her Birthday, however all food must be of nutritional value. You may bring in store-bought goodies, such as veggies, fruit (no grapes), cheese, 100% juice. You may bring a sweet item, but please be mindful of other foods nutritional value. Due to state regulations, balloons or lit candles are not permitted in our center as they can be potential choking hazards.

We are a peanut free school and we have children with severe allergies to these foods. Please do NOT bring any items with peanut butter, nut or nut products.

## **Media**

In accordance to the American Academy of Pediatrics screen time for children birth through 24 months is *not* recommended. Screen time for 24 months and older is only recommended for 30 minutes per week. Due to this, our normal daily routine does not include television watching as we will provide stimulating educational experiences for our children throughout the day.

## **ARRIVAL and DEPARTURE**

In order to maintain the safety and well being of the children in our care, we require parents to escort their child in and out of the building. Please do not have children enter or leave the building unescorted. We cannot release your child to an under-age sibling. A designated access code to enter the building is provided for each family upon enrollment. All parents are required to sign their child(ren) in and out each day on the designated sign in/out computer located in the lobby.

Please drive carefully in the parking lot, respecting the safety of others. The parking lot is crowded during drop off and peak pick up times. We ask parents to notify the center if your child will be absent on any given day. Additionally, parents must sign children in and out each day on the designated computer. During the enrollment process, we will give you instructions on how to sign in and out each day. Children are NOT allowed to sign themselves or others in or out. NEVER leave your car running while you enter the building for drop off or pick up.

For the health and safety of the children, older children are not allowed in the infant and toddler areas while picking up siblings.

## **Designated Pick-Ups**

People who are sent to pick up your child **MUST** have a picture I.D. They must be on the enrollment form "pick up list" and the parent on a daily basis must give written or verbal

permission. We will NOT release a child to a minor under ANY circumstances. We will check I.D. so please inform the people on your pick up list of this policy so they will have their I.D. readily available.

### **Late Pick-Up**

We ask that all children are picked up in a timely manner each day. We understand from time to time things happen that make late pick up unavoidable. If you are going to be late picking up your child, please notify us immediately so the staff are aware of the situation. If this situation should arise, please notify another adult, whose written authorization is on file, to pick up your child.

The fee for children picked up late will be \$1.00 per minute after 6:30 pm. Children must be signed in and out daily on the computer.

### **Transportation**

Children riding the Apple Tree Prep bus must have a signed transportation form at the center. The bus will leave promptly, so should your child arrive after the bus has left the parent will be responsible for getting them to or from school. Anytime you pick your child up at their public school, we ask that you notify us immediately as to not have our driver wait at the school for someone to find the child. On fieldtrips, children will ride in an approved Apple Tree Prep vehicle and follow all transportation and safety guidelines set by Bright from the Start. Apple Tree Preps approved vehicles are the Apple Tree Prep bus along with the Directors vehicle which is in compliant with the state.

## **EMERGENCY SITUATIONS**

Apple Tree Prep has made every effort to be prepared for emergencies as they arise. Emergency plans have been created and posted in each room which gives detailed instructions to be followed should a situation arise. We conduct monthly fire, tornado and emergency drills so children are prepared in the event of fire, or emergency situations. In the event the center is evacuated, the children will be moved to the location determined by the center. Parents will be notified and advised of the situation and pick up procedures for these and other situations such as power failure, structural damage and/or climate control problems.

### **Emergencies and Weather Closings**

In the event of severe weather conditions or situations out of our control, it is possible that Apple Tree Prep will need to be closed, close early, or be on a delayed schedule. Please check our website, Facebook page, and the 11 ALIVE News channel for details regarding closings or delays.

## **FINANCIAL RESPONSIBILITIES**

An initial registration fee of \$50.00 will be charged at the time of registration. A registration form must be completed. A \$50 supply fee per child will be due on or before September 1 each year throughout the child(ren)'s enrollment in the program.

## **Vacations**

After one (1) year of continued full time enrollment, each family is allowed a week vacation out of the Center without charge. Vacation weeks cannot be carried over from year to year. Your child's first day at the Center will be used to determine vacation eligibility. Your child must be enrolled for one year before you will be eligible to use the vacation week. A two weeks written notice should be given to the Director prior to using your vacation week. Tuition accounts must be current and paid up to date in order to use vacation time.

## **Tuition Rates**

Tuition Rate Sheets are available at the front desk. Tuition is charged weekly regardless of absences. The only exception is for those eligible and using their week's vacation.

You will be charged your full weekly payment for Holidays that the Center is closed.

## **Tuition Policies**

Payments are to be made on Fridays for the upcoming week. There will be a late fee of \$25.00 for all payments that are not received in full by Monday of the week.

Payment may be made by credit cards, cash, check, or money orders. Our child care software may also be equipped in the future to receive payments as well. There is a minimal service fee for credit/debit card transactions.

Your payments are designed to hold a spot for your child in the Center, and without your weekly fee, your child's spot cannot be saved. Nonpayment of fees may result in disenrollment from the program.

These fees are non-refundable. Parents who receive subsidy payments from any outside source will be responsible for all payments that are not paid for by the subsidy source.

## **Returned Checks**

You will be charged a fee of \$35.00 for all checks that are returned by your banking institution for any reason. You will be responsible for making the payment for the amount the check was written, the return check fee and the late payment fee in full and payable in cash. After 2 returned checks, all future payments will also be subject to cash only payments.

## **Tax Statements**

Tax statements will be available at the end of the year.

## **Withdrawal and Disenrollment**

In the event you find it necessary to withdraw your child from Apple Tree Prep, you must give a two week written and dated notice of withdrawal to the director two weeks prior to such termination of services. You will be charged the two weeks that your child did not attend if proper notice is not given. Vacation credits are not eligible in lieu of tuition due during this withdrawal period.

You will be required to bring your account up to date. Outstanding fees will be collected using an outside agency if not paid in full by last day enrolled.

Apple Tree Prep reserves the right to dismiss any child for disruptive and/or damaging behavior. On rare occasions a child's behavior may warrant the need to find a more suitable setting for care such as being a danger to themselves or others. Apple Tree Prep staff will work closely to make every effort to accommodate all children and will seek the advice and help from outside resources if necessary.

If, after a period of time and conferences between the parent and Director, a child is unable to adjust to the routine and is causing disruptive and/or damaging behavior to persons and/or property, the child may be dis-enrolled.

This policy is without regard to race, sex, creed, color, or religion and is instituted so that we can ensure to the children attending Apple Tree Prep a safe and comfortable atmosphere in which to grow and develop.

## **Health and Wellness**

### **Health Screenings**

Health screenings are required for children three and up. This includes immunizations, hearing, vision or dental screenings. Specific information is listed below. These screenings are done at your local health departments, physician and dental offices.

### **Immunizations (Form 3231 available from physician)**

Each child enrolled must have a current certificate of immunization on file prior to enrollment. Certificates may be filled out at the county health department or your child's physician. Parents will be notified as immunization certificates need to be renewed. The state requires that children must have current immunization certificates on file to maintain enrollment status.

### **Vision, Hearing and Dental (Form 3300 available from physician) and/or the Bright Futures Screening Form**

Each child enrolled aged **three** and up will need to have a vision, dental and hearing screening completed within their first 30 days of enrollment.

### **Illness**

If your child becomes ill we will call you to pick them up as soon as possible. We appreciate your promptness in taking a sick child home for the health of others.

Your child can not attend on days which they may have any contagious infections which include, but not limited to: flu, pink eye or other condition causing a discharge from the eye, severe colds, chicken pox, mumps, measles, diarrhea, ring worm, and/or fever of 101 or greater. Children are to be kept out of the Center for a period of 24 hours after the illness has resolved. A Doctor's statement may be necessary in some cases in order for your child to return to our care.

In the event, a communicable disease occurs in a classroom or center wide, a note/letter will be sent to parents and a sign posted on the classroom door to notify you.

## **Medication**

Apple Tree Prep will administer PRESCRIPTION Medication ONLY.

Medication is ONLY given at 11 am and 3 pm. Times may not be altered. Parents may need to notify their child's physician of the times Apple Tree Prep will administer medications.

Prescription medications will be administered only if the medication authorization form is completely filled out in its entirety, dated and signed. Medication must be in its original container, and labeled with the prescription name, prescription number, child's name and prescription dosage. Siblings may not share prescriptions. All medication must be taken home each day. A Doctor's statement is necessary if you wish to give your child a differing dosage.

Parents will be notified immediately should there be any adverse reactions to medication.

## **Accidents and Incidents**

We strive to provide a safe environment for all children. Precautions are taken to protect your child's safety. If an incident or injury occurs, first aid is administered by trained staff. An incident/accident form is filled out and a copy given to you. The form gives information about the nature of the accident and actions that were taken.



## **Emergency Medical Procedures**

Children who require emergency medical attention while at Apple Tree Prep will receive immediate attention from our staff who are trained in First Aid and CPR. The person in charge will make the immediate decision as to whether or not further medical attention is necessary. If a situation is not an emergency, you will be notified so you can pick up your child for further medical treatment from your physician. In the event that emergency medical treatment is necessary, your child will be transported to Athens Regional Medical Center or the facility you have listed on your child's emergency medical information. You will be notified immediately to meet your child and a member of our staff at that medical location.

## **Biting**

Occasionally, young children will bite as a means of communication or out of frustration. Our staff will make every attempt to avoid situations where biting could occur. Classrooms with children who are teething will be asked to provide teething toys to help soothe gums and fill the biting needs. These will be placed in the freezer in individual zip lock bags. You will be informed if your child has bitten at the center. Staff will comfort all children who are bitten and will take steps to ensure the situation will not occur again. Should a child bite frequently, staff will observe that child and track activity patterns that may

contribute to the behavior. Staff and parents will meet to develop a strategy to correct the biting behavior. Staff are not allowed to tell the parents who bit their child. This is handled internally and assurances are given that all children are current on all immunizations.

## **POSITIVE GUIDANCE**

Our method of teaching the children self-discipline is to use positive reinforcement and re-direction. Children are guided to treat each other and adults with self-control and kindness. When a child becomes physically aggressive we intervene immediately to protect all of the children. Our usual approach to help children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child.

There is never physical punishment or threat of physical punishment. Physical restraint is not permitted or used for discipline. There are rare situations where we have an IEP from the school system for child being served indicating how to redirect inappropriate behaviors. Co-operation and frequent communication between parents and staff provides consistency and promotes a good self image within the child. If behavior problems should occur that we consider to be not age appropriate and/or are unable to resolve the issues in question with the parents, we reserve the right to ask you to withdraw your child from our care. This is to ensure the safety of all the children we care for including yours.

Our policy is to consider all applicants for enrollment to attend our Center without regard to race, religion, sex, or national origin. Our Center is designed to meet the needs of the children and their parents in our community. Please always feel free to set up conferences with your child's teacher or speak to the Director about your childcare needs.

### **Communication**

Daily sheets will be provided daily for each child. This will be used to assist in communications with parents and teachers regarding their child's day.

Please read all material and notices posted in the foyer and classroom. We are counting on you to know the information we send out in writing. This includes newsletters, notes and contract material. It is important to communicate with us. We recognize you are the most important person in the child's life. Please share with us any concerns or questions about your child's care and development. Work with us in helping your child learn, grow and develop.

### **Discipline and Guidance**

Please review the following rules with your child...

- Physical contact causing discomfort is not permitted.
- Loud noises are not permitted inside.
- Marking, defacing or destroying child Care property is not permitted.
- Glass containers and animals are not permitted.
- Exchanging food is not permitted.



- Parents should also be aware of the following policies.
- Items depicting and relating to violence or destructive behavior are not permitted.
- Children are not allowed to engage in "pretend" violence, such as gunplay or martial arts.
- Re-direction is our primary form of guidance.
- When a child bites, we notify the parent of the child who was bitten with an incident report and we notify the parent of the child who bit. In the event, the biter continues other steps may be taken to reduce or eliminate the incidents.
- A child who engages in repeated verbal or physical violence that harms another child may be suspended from the child care.

### **Child Abuse Reporting**

All staff and administrators of Apple Tree Prep are mandated by the law to report any suspected case of child abuse, neglect, exploitation, or deprivation of any child in our care. Persons who fail to report according to state regulations can be held accountable by law.

## **PARENT INVOLVEMENT**

Our Center maintains an open door policy for parents. Parents are encouraged to participate in the Center's activities as much as possible. Unless participating in the Center's activities for the day, we ask that you keep your conversations to the teachers at a minimum when the conversation does not involve the care your child is receiving. This is so the teachers can focus on all the children in their care and to maintain programming and safety in their room. If you feel you need additional time to speak to a teacher or any staff member, please notify the Director, she will be happy to set up a parent teacher conference with you at your convenience. Good communication is of the utmost importance to us. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child or children. Sensitive issues will be discussed in private.

In the event, a parent wishes to volunteer; the state requires a criminal records check in order to assist in supervising children. This includes in the classroom volunteering or on any fieldtrip.

### **Parent Resource Room**

Apple Tree Prep makes available a variety of resources specific for parents. These resources are available in our Parent Resource Room located in the front hall next to the Directors office.

### **Advisory Committee**

A parent advisory committee is selected in the fall of each year and consists of six to ten parents of children in the center. The purpose of this committee is to share ideas to improve the centers well-being. The parent committee meets biannually under the facilitation of the Center Director with a parent-made agenda which is made available to any parent by request.



## **Parents' Right To Access**

Parents are permitted access to the building at all times. Appointments and calls are not needed to access the building. We do ask your cooperation in not disrupting our programs.

Apple Tree Prep wishes to build a partnership with parents. Parent involvement is a very important key to a successful partnership. We invite parents to visit the classroom frequently and encourage you to participate when possible.

## **Photo Release**

Apple Tree Prep maintains a website and social networking page for parents and the community. Throughout the website, social networking site and on other marketing materials, we like to use photos of our children. A photo release form is included in your child's enrollment application. If you would not like your child's photo taken, please make certain to mark the appropriate box on the photo release section.

## **Conferences**

Parents are welcome to visit and discuss their child's progress with the Director at any time. Apple Tree Prep offers conferences at least twice a year to discuss your child's progress. Those children participating in the ASQ (Ages and Stages Questionnaire) assessments will have them available during these conference times.

*Thank you again for entrusting Apple Tree Prep with caring for your most prized possession "YOUR CHILD".*

*"Where Quality Blooms from the Roots Up"*