



Operational Policies

AppleTree Day School Philosophy

We at AppleTree Day School believe that each child is a unique individual. We base our program on the developmental level of children offering a wide range of learning activities. Our goal is help children become self-confident, happy and independent. We achieve this goal by offering activities that promote many opportunities for success. We believe that the teachers play a vital role in the child's successful school experience. Our skilled staff and hands on curriculum, combined with a clean, safe and child appropriate environment provide the children a positive start in life.

Hours, Days, and Months of Operation

AppleTree Day School of Boerne, Inc. opens at 6:30 a.m. and closes at 6:30 p.m. Monday through Friday. A late fee of \$1.00 for each minute past closing time is charged if parents arrive late. The fee will be adjusted higher after the third late pick-up. Tuition is payable in advance of services and there is no reduction in tuition for absences, or for our legal holidays. We observe the following legal holidays per year: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve and Christmas Day. We also have abbreviated hours for New Year's Eve. Actual days of closing will be adjusted if the holidays fall on the weekend, if this occurs, we will post thirty days in advance of the closing. School age children will have an additional tuition charge of \$40.00 per day for attending during school holidays or closings, and \$30.00 for early release days. AppleTree Day School operates year round with no closures except for the holidays stated above. If extreme weather conditions occur where it is unsafe to travel on the roadways or a natural disaster that affects our area or school, we will follow BISD bad weather closures.

Procedures for Drop Off and Release of Children

Upon arrival, parents must walk their child(ren) into the center and sign them in using the attendance computer at the front desk before proceeding to the classrooms. Please ensure that your child's teacher is aware so that you may complete the morning check-in. Please do not allow children to walk to class on their own. Your child's safety is our number one priority, so please consider this additional time in your morning routine as we partner to ensure the safety of your child.

Children will be released only to persons designated on enrollment forms unless the childcare center is notified in writing or by phone, in advance of a change. Anyone unfamiliar to the childcare personnel will be asked to show official State, Federal, Military or Government picture identification.

Illness and Exclusion Criteria

If a child becomes ill, a parent will be contacted and the child will be isolated from the other children until the parent arrives. Therefore, please keep schedules, phone numbers and all records up to date with the front desk. Please notify the office when you will not be at your scheduled location. You **MUST** keep your child home if: they have a fever of 100.4 or have had a fever in the past 24 hours without any fever reducing medications, they have vomited more than once in the past 24 hours, they

have a rash, lice, nits, an exposed ringworm or other parasite, they have diarrhea, they have symptoms of a contagious disease (headache, sore throat, rash, red watery eyes, thick mucus from the nose, eyes, or ears). It is against State regulations to leave any medications in your child's bag or backpack, they must be given to the front office staff, signed in and labeled to be kept in the office lock box.

Procedures for Handling Medical Emergencies

The school's director will evaluate an injured or severely ill child. Parents will be notified by telephone if their child needs to be picked up. An ambulance will be called only in severe emergencies and the school director will make that determination. A member of our staff will remain with the child until a parent arrives at the emergency medical facility. No medication is dispensed at AppleTree Day School. The only exception is in an epi pen, however, if there is not a signed action plan and current medication (non-expired), in the original container, with prescription label attached), asthma medications (must have same as previous med) and prescribed necessary medication situation will be determined by the director. There is no school nurse on staff at our facility.

Clothing Guideline

Please remember to bring clothing to keep in your child's backpack that is appropriate for the weather. We ask that you remember to switch clothes and shoes for the season. Labeling both is important to help our staff keep things organized.

School Emergency Plans

If we are required to vacate our premises for any reason and we will move to Kendall Elementary School's gym (141 Old San Antonio Highway, Boerne) and we will follow these procedures:

All children who are not mobile will be put in cribs or wagons to exit the building and get to our holding area across the parking lot. The children will then be counted, divided into groups and moved to the elementary school in our school vans and personal vehicles if needed. Front desk staff will bring snacks and water pitchers to feed children who are in our care for an extended period of time. A supply of diapers, wipes and formula will be brought for Infants and toddlers.

The person/persons in charge of this evacuation will be the Director, the Owner or the Assistant Director, whoever is there at the time of the emergency. If the owners, Mr. Lloyd or Mrs. Jennifer Voigt are there, they will be designated to talk to the media. If Mr. and Mrs. Voigt are not there, the next person in charge will be the contact for the media, the contact number will be (210) 254-4960. The Emergency Evacuation Binder which holds all children's emergency contact information will be taken, in addition to the day's attendance sheets.

The people in charge will be calling parents. If the parents send a person to pick up their child, they must have a current picture ID and the parents must give us their name to go with the photo ID. The person in charge will post on our website current information and instructions for parents. After all children and parents are taken care of and accounted for, licensing will be notified of the emergency involving our school.

In addition, if the school receives a 911 Emergency call (armed criminals in the area, etc.), the school will be locked down immediately. The children will lock down in the bathroom in each classroom and close the main door to the classrooms and turn off the lights. Infant classrooms will put all infants in the emergency crib and enter the bathroom and follow the same procedures as the other classrooms. No persons will be allowed in or out and all doors will be locked. The school will be secured until police notify us that the danger is contained. We will put information on our website to keep parents informed of the situation. In both cases, we will also post on our front door, all information needed such as relocation and/or lock down. AppleTree staff will provide food, snacks, drinks, and care until parents arrive.

Procedures for Parental Notifications

Notes of childcare happenings, closings, policy changes, etc. are posted at the front desk of the school. Also, any changes to the Operational Policies will be conveyed to each family in writing and a new signed and dated copy will be kept in each child's file. Other written notices may be sent home with your child.

Parent Conferences

Please do not use drop/off pick-up time to communicate lengthy concerns with your child's teacher as this can be a distraction to the care of other children in the classroom. Conferences are offered to parents two times a year, but parents can request a conference to discuss any concerns on an as needed basis. During conference time, each parent will receive information on their child's development and have the opportunity to set goals with the director based on the results from the developmental assessments conducted by the teacher.

Screen Time

Electronic media is only used for educational purposes. Screen time for children over 2 years of age is limited to 2 hours per week.

Family Participation

Family involvement at AppleTree Day School is very important to the success of your child(ren). There are several ways that families can get involved with the center and activities to ensure that your experience while enrolled in our center will be a great one. Opportunities for parent involvement will include class parties, parent/teacher conferences, holidays (posted on front door) and Pre-K graduation.

Discipline and Guidance Practices

Children may be placed in brief, supervised, quiet-times from the group for disciplinary purposes. More difficult problems will be brought to the director's attention and the parents will be notified. Frequent disciplinary problems could result in the need for the parent to pick up their child that day, a parent conference and/or ultimately dismissal from the school if problem persists. Both teachers and the director have ongoing conversations with parents to address concerns and discuss strategies in addressing behaviors. Conversations are framed around kinder readiness which is the objective. Parents will continue to be informed of the child's progress.

Absences, Arrival and Pick-Up

If your child is going to be absent, please call or send a message through ProCare to let us know. It is extremely important that parent's of school age children notify the school before 2 p.m. of any absences. The bus driver's pick up at multiple schools and when we are unaware of absences, it makes the bus late to pick up the next school. After three no calls for after school, your account will be charged a \$10.00 fee. Daily drop off should be no later than 10:00 a.m., if you arriving daily at this time your child is missing a large part of their learning.

Vacation Policy

Each child paying full tuition for one year without interruption is eligible for a one week vacation. No tuition is due during the vacation week. After the vacation week has been used, any absent week will be charged at the regular rate. Any vacation time not used during the period is lost and not carried over to the next annual contract period. Please notify the office in advance of vacation dates to be taken so that you may be given a vacation notification form. The vacation notification form should be turned into the front desk prior to your billing cycle. **No** verbal request will be accepted. Attendance at the school is not permitted during the vacation week without paying tuition. Vacation week must be taken in

consecutive days. Part time or Government assistance enrollment is not eligible for vacation credit.

Meals

AppleTree Day School serves the following meals and snacks: breakfast is served from 7:00 a.m. until 8:00 a.m.; morning snack is served at 9:30 a.m.; lunch is served at 12 p.m.; afternoon snack is served at 3:30 p.m. Afternoon snack time is extended to accommodate after school children arriving at the school. All meals, milk, and snacks are included in your child's tuition. All meals are approved by theCACFP program for their nutritional appropriateness. If your child has a food allergy we must have written documentation on file. This is a requirement of the state. We do not allow outside food except for religious or allergens. During special occasions such as birthdays and holidays, only commercially packaged foods are allowed. AppleTree Day School is not responsible for food brought from home, or liable for the nutritional content and there is no reduction in tuition.

Immunization Requirements

A current shot record must be provided to the school ON OR BEFORE the date of enrollment. Parents must sign a statement of health and must have a physician's statement of health signed and dated by a physician within six weeks of enrollment. This is required by the State licensing department. Children four years and older must also have on file at the school documentation of vision & hearing screening.

Enrollment Procedures

Upon enrollment, a non-refundable annual registration fee of \$150.00 per child for insurance and supplies is due and payable. After initial enrollment annual registration will be due on or around September 1st of each year and will be payable or deducted from your account. Tuition is due and payable on Friday, before the close of business. A \$25.00 late fee per week will be charged if tuition is not paid in full by Monday at closing for the current week. A \$35.00 service charge is assessed on any returned checks or non-sufficient funds for direct debit that pays your child's tuition. Tuition is due and payable in full each week of the contract period. There is no reduction in tuition fees for days missed, there are no exceptions. Upon signing the Conditions Contract, the tuition is due and payable for the entire term of the contract period. If a child is not in attendance for two consecutive weeks, and the school was not previously notified of the absence, the child will be dropped from the registry at the school. The child must re-enroll if they wish to attend the school again. Enrollment forms provided to parents must be completely filled out prior to attending the school.

Updating Info with out Staff

Parents can email the Director or Assistant Director updated information. They will put it on an updated information form and contact the parent for a signature.

Transportation, Water Activities, and Field Trips

No child will be transported on a school van or allowed to participate in swimming without a signed consent form. Parents will be notified in advance and in writing of any field trips and the parent /guardian must sign a permission slip for each field trip prior to their departure. AppleTree Day School does not use parent volunteers in our operation or activities.

Physical Activity

Infants will be given the opportunities for physical activities such as tummy time, bouncers, and exersaucers. Toddlers will participate in two, thirty minute active play on the outdoor playground daily and when the weather permits. The older groups will participate in two, thirty minute active play on the outdoor playground, daily and when the weather permits. They will also have an additional thirty minute playtime of moderate vigorous activity in the classroom. School age

children who attend a full day will also have the same ninety minutes as described above and if they are in attendance for half days only it will be reduced to one, thirty minute session outdoor time, weather permitting. Active outdoor play will help to promote social skills, movement, balance, and gross motor skills. Please make sure to always have children in shoes that will stay on to assist them in active play. Also, please be sure that clothing is appropriate for outdoor play and they are able to climb and move freely. In addition, please try to avoid clothing with strings or hoods that can catch on playground equipment.

Withdrawing Your Child/Children

AppleTree Day School requires a **two week notice (10 business Days)** prior to withdrawing your child from school. *Vacation time cannot be used for any family's account as credit.* All balances must be paid in full prior to unrolling at AppleTree Day School. We have the right to continue to bill until any unpaid tuition is collected, even after your child is unenrolled and no longer attending our school.

Provisions for Breastfeeding Mothers

All nursing mothers have adult rocker chairs in the infant room for their use. The infant rooms are stocked with bottled water if necessary for Mothers.

Gang Free Zone

Our school is a gang free zone of 1000 feet. If any person is convicted of a criminal offense, they are subject to much harsher penalties by the courts.

These are some of the rules and regulations issued and enforced by the State of Texas for childcare centers. AppleTree will uphold all rules, regulations, and laws provided by the State to the best of our ability and apologize for any inconvenience this may cause anyone.

Licensing Information and Parent's Rights

A copy of the "Minimum Standard Rules for Licensed Child-Care Centers" and our current licensing report is in the lobby and are available for parents to view at any time during hours of operation. Parents may request to view a copy of the Minimum Standards and our latest inspection report from the state licensing department. Any parent who has concerns or questions about the Operational Policies may request a meeting with the Director or Owner. The meeting will be scheduled at the earliest convenience of the parents and the Director or Owner. Any parent may visit the school during hours of operation to observe their child, or the school's operation and activities. Prior approval is not necessary. We do, however, require all parents notify the front desk so the staff can monitor all the people in our building. Parents may contact the local licensing office:

Childcare Licensing
3635 S.E. Military Drive
San Antonio, Texas 78223
Phone: (210) 337-3399
Nat'l Website: www.tdprs.state.tx.us
Child Abuse Hotline: 1-800-252-5400

*****Please keep pages 1-4 of this Operational Policies for your records. *****



Please sign this page of the Operational Policy and return to AppleTree Day School on or before the first day of your child's attendance. I (parents/guardians) have read all the Operational Policies and agree to abide by them.

Date: _____

Parent/Guardian's Signature: _____

Parent/Guardian's Signature: _____

Director's Signature: _____

*****Please return this signed page to AppleTree Day School*****