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Welcome!

Apple Tree Academy wishes to welcome you and your child to our program. This booklet is designed to answer many of your questions about our program, policies, and procedures.

At *Apple Tree Academy* we are always glad to have parents or other observers drop by to view our program, and we encourage you to do so. We have special observation times so that the children's programs are not interrupted. Please call and schedule a time that is convenient for both our children and you.

Apple Tree Academy strives to be a valuable early care and education program for children of all ages. We assure you that the *Apple Tree Academy* program, personnel, content, and management excel in quality; our center exceeds licensure standards. Our team of professionals consistently works to attain *Missouri Accreditation Standards* within our learning environment, curriculum, and staff education.

Please keep this booklet or download a copy at **appletree4kids.com** for future reference.

History

Apple Tree Academy has been in existence since 1995 serving children from birth to 14 years of age. *Apple Tree Academy* is in compliance with all state regulations, meets the standards of *Missouri Accreditation*, and has been certified in the past. *Apple Tree Academy* strives to maintain these standards and follow all codes of ethics of the *National Association of Young Children*. *Apple Tree Academy* is a member of the *NAEYC*. *Apple Tree Academy* is also an active member in the *Missouri Association of Child Care Providers*.

In 2009 *Apple Tree Academy* expanded and opened up *Apple Tree Academy Preschool Enrichment* and *Camp Apple Tree*.

Description

Apple Tree Academy is a part of Brad and Karen Enterprises, L.L.C. and is governed by members within the Limited Liability Company who are interested and experienced in early childhood education. This company has been in the child-care business since 1985 and is the leading early care and education site in Jefferson City, Missouri. *Apple Tree Academy* has been awarded the Gold in *The Reader's Choice Awards* in our local community.

Brad and Karen Enterprises, L.L.C. is licensed with the *Missouri Secretary of State* under Tax ID Number 43-1717271.

Meeting State Licensing Requirements

- *Apple Tree Academy* is licensed by the *State Department of Health and Senior Services, Section of Child Care* which could allow *Apple Tree Academy* to care for up to ninety nine (99) children at one time with overlap. *Apple Tree Academy* has one announced and one unannounced state inspection each year. *Apple Tree Academy* has annual health and fire inspections. *Apple Tree's* renewal process is based upon a two-year cycle.

- ***Apple Tree Academy Enrichment Program*** is a license exempt program and has annual state, health, and fire inspections. The *Apple Tree Academy Enrichment Program* can care for up to 31 children.
- ***Apple Tree Academy Summer Camp*** is exempt from licensure according to *Missouri State Statute 210.211*. *Apple Tree Academy Summer Camp* can care for up to 100 children using the guideline of 35 square feet per child.

Contact Information

- ***Apple Tree Academy*** - 2810 E. McCarty St., Jefferson City, MO 65101, (573) 893-4712, (573) 893-4712 (FAX), www.appletree4kids.com.
- ***Apple Tree Academy Enrichment Program*** - 2002 E. McCarty St. (rear), Jefferson City, MO 65101, (573) 893-8012, www.appletree4kids.com.
- ***Camp Apple Tree Academy*** - 2002 E. McCarty St., Jefferson City, MO 65101, (573) 893-8012, www.appletree4kids.com.

Non-Discrimination Regarding Children

Apple Tree Academy admits children of any race, color, religion, national origin, sex and qualified children with disabilities to all rights, privileges, programs and activities of the Center and does not discriminate on the basis of any of these factors in administration of its educational policies, admissions policies, fee payments, food service program and other school administered programs

Children with disabilities are also enrolled through *Apple Tree's* regular enrollment process if we are able to adequately meet the child's special needs. In many cases the necessary special services are available through *First Steps* or the *Special Learning Center* if the child is under three.

If the child is older than three, the Public School System is responsible. If *Apple Tree Academy* is unable to meet a child's special needs because necessary facilities, services, or staff are not available; we will assist the family in finding a more appropriate placement.

Diversity*

Apple Tree Academy is very fortunate to have families who represent a variety of cultures. We welcome their sharing of activities and customs with the classrooms. Many different types of families are represented in the center as well. Children learn to recognize and accept this type and other types of diversity, through social interaction and planned learning activities in the classroom.

Apple Tree Academy does not want any child to feel different, left out, or discriminated against because of race, nationality, family type, disability, or religious preference/non-preference. *Apple Tree Academy* is a child's world where everyone is special and respected.

**In order to simplify the text in this handbook, the term "parent" is used to mean a child's primary care giver – in some cases that person is a foster parent, a grandparent, guardian or co-parent.*

Non-Sexist Environment

Apple Tree Academy supports the elimination of sex role stereotyping in all activities and encourages children to (missing text?)

Confidentiality

Apple Tree Academy considers all information regarding enrolled children and families as confidential. *Apple Tree Academy* will not discuss a child with anyone other than pertinent staff, regulating bodies, accrediting agencies, legal guardians, custodial parents, or with those persons or agencies authorized by the family with a signed, written release of information. *Apple Tree Academy* adheres to federal and state statutes concerning a child's information.

No information requested by someone outside of *Apple Tree Academy*, other than parents or guardians, will be given over the telephone unless *Apple Tree Academy* has a written release signed by the parents.

Please do not ask teachers or part-time aides to discuss information about other children or their families. Our staff is expected to adhere to the ideals and principles included in the *NAEYC Code of Ethical Conduct*. Confidentiality is an important part of this code.

Center Descriptions

Apple Tree Academy

- Open year round/full day services.
- Serves eighty-six children ranging from birth-fourteen years of age.
- Toddler Unit hours: 7:00 a.m. - 5:30 p.m.
- Preschool and School Age programs: 6:30 a.m. – 5:30 p.m.
- State licensed by the Missouri Department of Health and Senior Services (DHSS), Section of Child Care.

Apple Tree Academy Preschool Enrichment Program

- Open September – May only.
- Serves thirty-one children ranging from two-five years of age.
- Limited to a four-hour day per child.
- Morning sessions: 8:30 a.m. – 12:30 p.m., afternoon session: 12:20 p.m. -4:30 p.m.
- Program subject to health and fire inspection by the *Missouri Department of Health and Senior Services (DHSS)*.

Camp Apple Tree

- Open May-September.
- Serves one hundred children ranging from five-twelve years of age.
- Full-Time/Part-Time/Hourly services.
- Open from 6:45 a.m. -5:30 p.m.
- Program license-exempt under *State Statute 210.211*.

Notes

- Hourly care noted to be one-three hours

- half day care noted to be three-five hours/day
- five or more hours noted to be a full day.
- All parents charged a fee for late pick-ups (See *Late Pickup Policy* for amount).
Children may not be dropped off on premises prior to opening times.

Classroom Placement

Mixed-Age Classrooms

- There are currently three programs available at *Apple Tree Academy*.
- Room placement is made according to the age of the child enrolled as of August 31.
- Children are grouped into classes based on mixed-age grouping. The reason for mixed-age classes is simple: separating children by age denies them a whole range of social and intellectual stimuli.
- Children of various ages learn from one another; more experienced students present the knowledge they have acquired to their younger classmates which assigns them a socially responsible role and also results in more successful learning for both parties.
- In mixed-age classes, children experience both continuity and change in their social relationships as older children move on and younger ones take their place. Children's social skills improve as they help and support each other due to their developmental differences in knowledge and experience. In this way social behavior and respect develop naturally as a matter of course.
- Mixing ages leads to children assuming different roles during the years they spend at *Apple Tree Academy*, elementary school, adolescent programs, or high school respectively. As the youngest, they receive support from the more experienced children. At the middle stage they are more familiar with their surroundings and can help themselves. When they reach the oldest group, they can be a good example to others.
- Children remain in the same classroom unless a specific need arises.
- Preference is given to five day a week enrollment in all classrooms.

Apple Tree Academy Teacher-Child Ratios

- Birth - two years/1:4, maximum group size: 8
- Two - four years/1:10, maximum group size: 20
- Five - fourteen years/1:16, maximum group size: 32

Notes

- Summer time ratios may be up to 1:20 for school age children. This becomes a 1:10 ratio in the Counselor in Training (CIT) program.
- Ratios for field trips are increased whenever possible. Parents are encouraged to participate.

Communication

- Sign-in/sign-out books are located at the entrance of each center. Parents must sign their child in/out daily and record the time of their arrival and departure.