

	<i>Symptoms</i>	<i>Symptoms</i>	<i>Symptoms</i>
Hives, swelling, itchy, red rash, eczema flare-up	Itchy, watery eyes, runny nose, stuffy nose, sneezing, coughing, itching or swelling of lips and tongue, difficulty swallowing, tightness of chest, wheezing, shortness of breath	Diarrhea, cramps, nausea, vomiting	Reduced blood pressure, lightheadedness, increased heart rate, shock

Can an allergic reaction be serious? Some reactions are mild, and only result in hives or gastrointestinal problems. Other reactions are very serious, and can be life threatening. Symptoms can appear immediately or appear over a number of hours after an exposure. Some reactions can cause anaphylaxis.

What is anaphylaxis? Anaphylaxis is a sudden, severe allergic reaction which involves several body systems.

Can someone die from anaphylaxis? Yes, anaphylaxis can be fatal. That is why it is so important to act quickly to identify and treat an allergic reaction.

What foods should be avoided? Individuals with food allergies need to avoid all food containing the foods they are allergic to. This may seem simple but it is quite confusing and time consuming. Careful reading of all food labels becomes vital for these individuals.

What can parents do to help avoid an allergic reaction?

- Never take food allergies lightly!
- Be aware of children in your child’s classroom who have a food allergy. Your child’s classroom teacher, with permission from the allergic child’s parent, will notify parents if there is a child in a classroom with a food allergy.
- Ask your child’s teacher for any guidelines on safe birthday treats as well as safe foods when planning parties or any offered food items during the school day. This includes special celebrations which involve food.
- Teach your children about food allergies and the seriousness of potential allergic reactions. Teach them not to share food with their food-allergic friends.

What can children do to help avoid an allergic reaction?

- Never take food allergies lightly!
- Don’t share food items with food-allergic friends.
- Wash hands after eating an item which is a known allergen to their classmate.
- Ask what their friends are allergic to and help them avoid it.
- If an allergic schoolmate becomes ill, get help immediately!

Parental Involvement

Parents are encouraged to become involved in their child’s program and to actively participate in activities and functions at Apple Tree Academy. They are also encouraged to observe at any time and to become acquainted with the teachers.

Apple Tree Academy Online

Parents may also sign up for our e-mail list so that they can receive e-mail reminders concerning important deadlines and other *Apple Tree Academy* information. Please stop by the office to give us your e-mail address or notify us if your e-mail address changes. We post weekly lesson plans for your convenience on our website (www.appletree4kids.com). This is a wonderful way to enforce educational material at home or start a conversation about your child's day.

Apple Tree Academy Happenings

News and notes of interest to *Apple Tree Academy* families, including information about community programs and resources, are posted in the front entry area. (Reminders about important fee payment and enrollment deadlines are posted in the central area.)

Apple Tree's Parent Advisory Board

Apple Tree Academy parents are invited to become board members. Parent board member elections are generally held in the fall. This is an important way families can support the program and be involved in the decision making process. Board members are selected from among parents of *Apple Tree Academy* children, personnel, and persons interested in and experienced with early childhood education.

Open Houses and Parent Workshops

Open House is scheduled each fall so families can become familiar with the school, the teachers, and their child's classroom. Each year *Apple Tree Academy* tries to offer workshops for parents based on their interests. These workshops include speakers who discuss topics centered on early childhood education.

Apple Tree Academy Family Events

Apple Tree Academy encourages families to take part in a variety of center events, including our annual *Donuts for Dad*, *Muffins for Mom*, *Story Hour*, etc. along with classroom parties and field trips.

Parent-Teacher Conferences

Parent-Teacher conferences will be scheduled at least twice a year to report your child's progress in many areas. A sign-up sheet will be posted in your child's classroom with time and date choices. A written copy of the conference report will be kept in your child's file.

In addition to two scheduled conferences per year, special conferences may also be arranged at any time during the year upon parent or staff request. Please contact the lead teacher or director if you would like to schedule a meeting should you have any concerns or problems so that we can work together to solve. We are always open to questions, concerns, and suggestions.

Possible Parent Groups

Parents may request and help organize any type of parent group that interests them. Please talk with an administrator if you wish to organize or participate in such a group. We welcome ideas and involvement of this kind!

Parental Visits

Parents are welcome to visit or have access to *Apple Tree Academy* at any given time and are encouraged to do so.

Family Evaluation

Family feedback information is an important part of the evaluation process for all staff. At least once a year you will be asked to fill out a parent evaluation form. This is your opportunity to provide input into your child's program, to praise the teacher's efforts, to provide constructive criticism, to evaluate the total program, etc. *Apple Tree Academy's* teachers, administrators, and Board of Directors take these evaluations very seriously, so please, let us hear from you!

Parental Concerns

Apple Tree Academy is your center; we are here to give you and your child the best possible service. Please don't delay in voicing your concerns: small worries tend to grow if they are not addressed. Please stop by and talk to an administrator at any time – if one is not available, leave your name and phone number, someone will contact you. Teachers are also available to talk with you, either in the morning, afternoon, or during their planning periods. Parents are encouraged to give suggestions on the family feedback form or they may drop them by the office at any time.

Parental Input Regarding Safety

If at any time you should observe a safety hazard in any of *Apple Tree Academy's* buildings, playgrounds, or during walks/field trips, please speak with the director immediately!

Babysitting by Apple Tree Academy Staff

Apple Tree Academy families looking for childcare away from the center (outside of center hours) should approach employees directly or post requests in our office. (*Apple Tree Academy* provides the opportunity to post babysitting requests with the understanding that the program has no responsibility for the actions or behavior of any staff when that person is away from the center.)

Employees who are interested in babysitting can then contact the family requesting care. It is the family's responsibility to make all arrangements with the staff person.

Apple Tree Academy staff are not allowed to solicit babysitting jobs by posting information about themselves in the center; we do not circulate a list of names and phone numbers.

Full time teaching staff may provide in-home childcare as long as the family does not have a child currently enrolled in the teacher's classroom. The personal relationships that are formed when teachers baby-sit for families make it difficult for teachers to remain

objective. Real or perceived favoritism can become a problem along with the differing roles of babysitter and teacher. It is hard for them to “share” the special person who comes to their home to play with and entertain them. Please do not put our full-time teachers in this difficult situation by asking them to care for a child enrolled in their classroom.

Financial Agreements and Center Liability

Make all checks payable to Apple Tree Academy

To meet the goals listed earlier in this handbook, it is essential that *Apple Tree Academy* maintain financial integrity by establishing and following sound financial principles and practices (incomplete)

Application/Re-application Fees

Families may enroll or have their child placed on the waiting list accordingly. An initial registration fee is charged at the time of application for admittance is made. When a child is withdrawn from *Apple Tree Academy* and the parent re-applies at a later date, another application fee is required. This process is called re-application.

Security Deposit

A deposit of one week’s childcare fee is required at the time an acceptance to *Apple Tree Academy* is received. This deposit guarantees the child’s enrollment in the center for a specific stating date. The security deposit is held throughout the child’s continued enrollment at *Apple Tree Academy*. When a child is withdrawn from *Apple Tree Academy*, the security deposit is refunded within thirty (30) days after the last day of the child’s enrollment IF:

- fees have been paid in full according to the family payment plan included with the fee agreement.
- additional charges incurred have been paid in full at the time billed.
- written notice of withdrawal has been given according to the designated deadlines.

Withdrawal Notice

A written notice of withdrawal is required according to the following deadlines:

- a. A written notice of withdrawal is required at least twenty-one days prior to the withdrawal date; otherwise the security deposit and any fees paid to date are forfeited.
- b. *Apple Tree Academy* will not accept a request to withdraw a child from the summer session after the session has begun. The person(s) signing the summer fee agreement are responsible for full payment of all fees listed on the agreement.
- c. Should the administration of *Apple Tree Academy* terminate a child’s enrollment due to a child’s adjustment problems or parent behavior, the security deposit will be refunded if all fees have been paid in full up to the date of termination and all additional charges incurred have been paid in full