

End of Year Statements

Statements of receipts for the calendar year are available from your child's teacher after January 31st. If you have left the center you will need to call or come by to pick up your yearend tax receipt.

Liability / Insurance Policy

The Student Accident Coverage provides enrolled students full excess medical and dental coverage for accidental injuries obtained during school sponsored activities. Coverage includes field trips and auto coverage for 15 passenger vans. ANY INJURIES ON APPLE TREE PREMISIS SHOULD BE BROUGHT TO THE ATTENTION OF THE DIRECTOR OR IMMEDIATE TEACHER FOR ASSISTANCE. All charges should be submitted to your primary medical or dental provider.

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Enrollment

Enrollment Vacancies

As vacancies occur, children are accepted from the waiting list in the following order:

- a) Children of APPLE TREE full time staff
- b) Siblings of children currently attending APPLE TREE according to the date of application.
- c) Non APPLE TREE families currently on the waiting list.

Preference is given to requests for five days a week. Requests for part time MWF/TR enrollments will be filled only if there is a corresponding enrollment for the alternate time and there is no request for full-time care. **Note:** these options are not offered in some programs. Kindergarten and After-School Fall-Spring enrollment: Five day a week enrollment required. Summer session: Preference is given to five days a week.



classrooms:

Before and After School Programs

Enrollment accepted for before and after school programs will be in the following order:

- a) Siblings of currently enrolled APPLE TREE children
- b) Others according date of application

Two Children from the Same Family

As a general policy, two children from the same family will be placed in separate classrooms if possible.

Enrollment Acceptance—Children funded by DFS

APPLE TREE will accept full day enrollments funded by DFS if the DFS plan is written for 5 hour or more a day, OR if the parent agrees to pay for the hours not included in the DFS plan. Prior approval in writing from assigned DFS case worker is required for enrollment.

Requests for Change in Enrollment

During the school year, requests for changes in enrollment must be received in writing at least fourteen (14) days prior to the date of change. If the change can be granted a revised fee agreement will be prepared. If the change cannot be approved, the child's name may be placed on a waiting list until the requested enrollment is available. If the child must be withdrawn from the school, it must be accepted after May 1 for summer, after July 1 for fall session or after December 1 for spring.

Summer Only Enrollments

If a child has been accepted for the summer session only, and the parent must withdraw the child prior to the first day of the session, notice of withdrawal must be given by April 15 in order to have the security deposit returned.



After the session has begun, a withdrawal request cannot be accepted and all fees shown on the fee agreement are due in full.

Fees are payable as designated in the fee agreement. Fees are payable for all days in the contract period whether or not the child is present.

Optional Care

Apple Tree provides optional care for school-age children during holiday and scheduled breaks from 7:00 a.m. to 5:30 p.m. Enrollment and acceptance for optional care is as follows:

- Enrollment will be accepted according to the date and time of the application.
- The number of teachers available will determine the number of children accepted for each classroom.
- Optional Care enrollments may not be cancelled or changed after the signed application/fee agreement has been returned.
- There can be no refunds for cancellation of Optional Care enrollment after the fee agreement is signed.
- Parents are responsible for paying Optional Care fees as specified in the fee agreement.
- Fees for Optional Care are in addition to your standard fee agreement.

Optional Care Enrollment Guidelines

These guidelines may be put into effect at the discretion of the administrative staff.

- If a field trip is scheduled during optional care; your child may or may not go on the field trip depending on age, grade level, maturity, behavior etc. Classrooms may be combined in each room in order to meet parent requests and adequate cost-effective teacher: child ratios.
- An attempt will be made to employ at least one regular classroom teacher for each optional care time. When this is not possible, aides will be hired to substitute for the teacher.

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Withdrawal

Notice of Withdrawal Policies at the APPLE TREE Site and Off-site Programs

Canceling enrollment prior to beginning of a semester:

Fall Semester—notice required by June 15

Spring Semester—notice required by November 15

Summer Semester—notice required by April 15

If date falls on a national holiday, Saturday, or Sunday, the date of notice is due the next working day.

Within the Fall and Spring Semesters: After the semester has begun but before the deadlines listed in (a) above, a written notice of withdrawal is required 21 days in advance of the date of withdrawal in order to have the security deposit refunded (also see Financial Policy Section).

Summer Session: Request to withdraw a child from the summer session will not be accepted after the session has begun.

Withdrawal of acceptance of enrollment prior to the beginning of a semester: There will be no refund of deposit on withdrawals of enrollments received after June 15 for fall semester, after November 15 for spring semester or after April 15 for summer session.

Re-admittance After Withdrawal

If a parent withdraws a child from APPLE TREE and later wishes to re-enroll the child, a new application for admission must be completed and the application fee paid. The child is placed on the

waiting list according to APPLE TREE admittance priorities. The date of the new application is the date used for placement on the waiting list.

A child currently enrolled in the center withdrawing for the next semester and applying for readmission the semester immediately following the non-enrolled semester shall have enrollment priority after children with continuous enrollment. See Re-enrollment Policies 8.c. for priorities. The child is placed on the waiting list with priority AFTER children who are enrolled continuously (i.e. children who are new and attend APPLE TREE in the summer have priority for enrollment in the fall over those who have withdrawn for the summer). Parents will be notified of placement or non placement immediately after July 1, December 1, or May 1. This policy does not apply to those who complete the withdrawal/re-application process after June 15th for fall semester, after November 15 for spring semester or after April 15 for summer session.

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POSITIVE DISCIPLINE

Webster's dictionary defines discipline as, "Training that develops self-control, character, or orderliness and efficiency."

Discipline is an essential part of child care. Discipline helps children feel secure, meets their needs, and builds self-control and self-esteem. The objective of discipline is to promote behaviors that are beneficial to the child's development and welfare and to change and/or eliminate behaviors that are harmful or distressing to a child or to others. This is different from punishment. Corporal or negative verbal punishment may change children's behaviors, but often through fear. It stresses what children should not do, but rarely teaches them what to do. Children controlled by punishment such as spanking or severe consequences may "behave" to avoid a penalty chosen by the adult. It often teaches children to hide their mistakes, and does not build long lasting inner controls or cooperation. Punishment may also cause the children to focus on revenge rather than on changing behaviors.

Before we examine various techniques adults may use when disciplining, we must first look at the environment. How the environment is set up has a great deal of influence on how most discipline problems can be prevented, greatly reduced or even eliminated. Many times changing the routine, the activities, the room arrangement or the use of space has a profound effect on how children will get along with each other. We work on trying to satisfy each child's need for individual space, for social interaction, for quiet and rest or movement and stimulation, for new materials, for self-directed or teacher directed activities, for age appropriate materials and behavior expectations, or for an abundant amount of love and affection.

APPLE TREE's guidelines in creating a healthy and positive environment:

1. Providing a Developmentally Appropriate Curriculum and Environment
2. Being a Positive Role Model and have a positive attitude