

Dear Parents:

We would like to take this opportunity to welcome you to Apple Tree Preschool. We are excited about getting to know you and your family. We have put together this parent handbook for you to keep on hand regarding the Preschool policies.

Please take a moment to read through the handbook. If you should have any questions or comments, please feel free to call or visit with us at any time.

Sincerely,

Jayne Mapes

Kelly Thompson

### PHILOSOPHY

Apple Tree Preschool is striving to provide a quality environment that enhances children's development. Our focus is on stimulating growth in all learning areas, by planning activities to meet specific development and individual needs. We promote self-esteem by recognizing each child's individuality. Children are encouraged to make independent choices to strengthen their early learning experiences. Our trained, experienced, and caring teachers work together with the families to create a supportive and nurturing learning environment.

### PROGRAM INFORMATION

Apple Tree Preschool is a licensed preschool for children 3-5 years old. We believe that every child has the potential to grow and experience early learning and socialization through the opportunity to make choices.

Apple Tree Preschool offers:

- \*Activities to build self-esteem
- \*Field trips and guest speakers
- \*Safe and healthy environment
- \*Outside activities
- \*Age appropriate activities
- \*Movement activities
- \*Quality staff
- \*Holiday and Spring Program
- \*Early Literacy
- \*Music

## FACILITIES

Apple Tree Preschool is located on Main Ave in West Fargo. Our address is: 117 Main Ave E, West Fargo 58078.

## AGES

Enrollment is open to children ages 3, 4, and 5. Children must be three years of age prior to starting preschool. They must also be able to use the toilet independently (no pull ups).

## REGISTRATION

Students are enrolled on a first come, first serve basis. Registration is held in February of each year, for the next fall session.

A \$75.00 non-refundable registration fee is due upon registration. The first month's tuition will be due by August 15<sup>th</sup>. Tuition is due on the first of the month after the initial payment.

The parent must complete a registration form and return a copy of child's birth certificate and an immunization form, completed by the child's doctor, prior to the first day of preschool.

Apple Tree Preschool will not deny admission based on race, creed, sex, or religion.

Apple Tree Preschool will accept students with special needs on a case-by-case basis if all parties feel that the school can adequately meet the needs of the student and his/her family.

## SESSIONS

Monday, Wednesday, Friday	8:30-11:00
Monday, Wednesday, Friday	12:00-2:30
Tuesday, Thursday	8:30-11:00
Tuesday, Thursday	12:00-2:30

## TUITION

Tuition will be paid on a monthly basis.

The first tuition payment for September is due on or before August 15<sup>th</sup>. Tuition for all following months will be due before the first of each month. Please put your child's tuition payments in the payment box.

Checks can be made payable to *Apple Tree Preschool*. Please write your child's name on the memo line.

A \$10.00 late charge will be assessed if payment is made later than the first day of the month. If tuition is delinquent beyond 2 weeks, enrollment will be discontinued.

A \$10.00 fee will be charged for all NSF checks.

Fees six weeks past due will be brought into small claims court.

In the event that we have to close our site for two weeks due to Covid-19 exposure or other severe illness, no refunds or credit will be given.

## STAFF REQUIREMENTS

All staff will meet ND licensing requirements which include a criminal background check and fingerprinting. No person having committed a felony or crime against children will be employed.

## WITHDRAWAL FROM PRESCHOOL

A full month's notice is required in writing when withdrawing from the program. Families not giving a proper notice must pay for the month. Families who withdraw during a month are not issued refunds or credits for days remaining.

## ABSENCES

Please inform us as soon as possible if your child is going to be absent. In the event a child does not arrive at school as scheduled, staff will attempt to make contact with the family. Fees are not reimbursed for absences.

## ARRIVAL

All children need to be escorted into the building to ensure they arrive safely and have help with their belongings. New operating procedures require all adults entering our space to wear a mask and sanitize their hands. Please hang your child's outerwear and backpack on the hook labeled with his/her name. We ask that parents say good bye and allow the child to engage in free choice activities by themselves. Establishing this routine helps the children that have a difficult time separating.

Classroom doors will not open until 15 minutes prior to class time. Children may enter the classroom when the doors are open. Children must be supervised until they are signed in and left with the Apple Tree staff.

Apple Tree Preschool does not provide transportation.

## PICK UP

**It is the responsibility of the parent to see that their child is picked up at the appropriate dismissal time.** To ensure the children's safety, children will be dismissed by name to the person picking them up. A \$5.00 late fee will be assessed if children are picked up more than 10 minutes late. An additional \$5.00 will be charged for each 10 minutes.

## DISCIPLINE AND GUIDANCE

We will be using positive reinforcement, redirection, natural and logical consequences, and some individual time as our methods of guidance. The children will be encouraged to make choices and accept consequences that are clearly outlined. We believe that guidance is something that should be positive and approached in a fair and caring manner. We do not believe in punishment or shaming any child for any reason. Our goal is for the behaviors to change, not to make the child feel powerless.

If persistent unacceptable behavior continues, parents are consulted. Open communication between the center and parents is encouraged and conferences may be scheduled as needed. A plan to address the inappropriate behavior will be developed in consultation with the child's parent and with the staff members when needed. If efforts made by the family, and center fail to change the child's behavior, and the behavior puts other children or the child at risk, Apple Tree reserves the right to dismiss the child.

## CONFERENCES

Developmental testing will take place in the fall and the spring. Conferences will be scheduled in April. Sign up sheets will be posted to schedule a time. We will discuss each child's intellectual, physical, social, and emotional growth..

## COMMUNICATIONS

Parent information is communicated through the parent bulletin board, facebook, monthly newsletter and calendar. This information keeps you informed about the events that go on at school. Daily reports can be made available upon request.

The calendar lists when your child is the VIP. The VIP(very important person) is the child who brings snack and show-n-share. They also get to be the assistant during circle time.

Any other daily information will be found in your child's backpack. Please feel free to contact a member of the staff with any questions or concerns.

## SNACK

Each child will have a turn to bring snacks for the entire class. **No homemade snacks or cupcakes please.** The monthly calendar will inform you when it is your child's turn to be the snack person. It will also list how many snacks are necessary for the class. We encourage nutritious snacks such as: Fruit, vegetables, crackers, cheese, muffins, cookies, etc. Drinks are also welcome. **Please bring enough napkins and cups for the entire class.**

## SHOW-N-SHARE

The VIP is allowed to bring something from home to share with the other children based on the letter or theme of the week. Please be sure the item is labeled with your child's name. Please leave it in your child's backpack until it is time to share it.

## PLEASE COMMUNICATE WITH OUR STAFF WHEN:

1. If you will not be at home or work during Preschool. Please leave a number where you can be reached in case of an emergency. Please write this on the sign in sheet.

2. Please let us know if your child will be absent or if he/she is ill. We need to notify the families of any contagious diseases.
3. We will need to know if your child is allergic to any food or drink.
4. If someone unfamiliar to us is picking up your child, we will need to know the person's first and last name. That individual will be asked to present proper identification before your child will be released from the preschool.

### EMERGENCIES AND WEATHER INFORMATION

In case of emergency, parents will be called first. If they cannot be reached, the preschool staff will attempt to contact the emergency person indicated on the child's registration form.

Apple Tree Preschool will cancel class anytime the West Fargo Public Schools are canceled due to poor weather conditions. If the schools decide to open 2 hours late, we will not open at all. We do not make up storm days. Closings are announced on our Facebook page. If the West Fargo Public Schools close early, please plan to pick your child up as soon as possible. These policies are designed for the safety of the children.

### FIELD TRIPS AND GUEST SPEAKERS

We will be having guest speakers and field trips scheduled throughout the year. For fieldtrips that are beyond our walking abilities, we will charter a bus. A small fee will be charged to cover these costs. We will be asking parents to help chaperone.

### SCHOLASTIC BOOK CLUB

Each month your child will bring home a book order form from Scholastic Books. Please note the due date and return the completed order form and a check for the amount ordered and seal it in an envelope. Please make checks payable to "Scholastic". The preschool earns bonus points that allow us to purchase resources for our classroom.

### PARENT PARTICIPATION

Please feel free to offer suggestions that you feel will enhance the program. If you have any skills or hobbies that you would like to share with the children or staff, please talk to our staff(i.e. playing an instrument, a specific field of interest, field trip opportunities, etc). We welcome your involvement.

## CHILD ABUSE POLICY

The law requires all staff to report any suspected cases of child abuse or neglect. If a staff person suspects that a child is in any danger, Cass County Social Services will be notified immediately. The ND abuse and neglect phone # is: 1-833-958-3500.

## HEALTH

The state law of North Dakota requires all children to be immunized. An immunization record **signed by your physician is required before your child can attend class.** We will not dispense any medications during class.

## ILLNESS/ACCIDENT

If your child becomes ill during class, he/she will be isolated from the other children. We will notify you to pick up your child as soon as possible. If we are unable to reach the parent, the emergency numbers will be called.

If your child has a fever, has been vomiting or had diarrhea within 24 hours prior to the start of class, please do not bring him/her to preschool. If your child is not feeling well, please use your good judgment as to whether or not your child can attend school.

This policy is in effect to help minimize the spread of communicable diseases. It is in the best interest of all families to respect this policy so that we may keep all the children healthy. Apple Tree Preschool will strictly enforce this policy.

It is important that communicable diseases such as strep throat, chicken pox, pink eye, pinworms, lice, impetigo, and conjunctivitis be reported to the preschool staff. Apple Tree Preschool will notify parents of reported infections or communicable diseases by posting a notice on the Parent Bulletin Board.

Children with communicable diseases will be excluded from preschool until:

1. A physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of the other preschool children.
2. The symptoms have subsided.

**The final decision regarding exclusions will be at the Director's discretion.**

In the event of an injury or accident, parents will be notified. Staff will provide first aid and seek medical attention if deemed necessary.

## CLOTHING

We encourage the children to wear comfortable and washable clothing that will allow them to participate in art and physical activities.

We do provide paint shirts whenever needed. However, some art projects may stain your child's clothing. Please dress your child appropriately.

Please have children wear shoes that are appropriate for physical activity( **NO WINTER BOOTS PLEASE**).

## PERSONAL BELONGINGS

Please leave toys, food, gum, etc. at home-**no exceptions**. We are not responsible for lost belongings.

## CHILDREN'S RESPONSIBILITY

The children attending Apple Tree Preschool are responsible for:

1. Following the rules of the preschool.
2. Being kind to one another
3. Sharing equipment and supplies with the other children.
4. Remaining with a staff member at all times.
5. Treating equipment and supplies with respect while in preschool. If equipment is willfully destroyed, the families of the children involved will be charged for the equipment.
6. Returning materials and equipment to the place where they belong.

## AQUATIC POLICY

Apple Tree Preschool does not use wading pools on our playground and will not take children to any pool facilities.

## GRIEVANCES

In the event that you have a grievance, please first speak to staff/directors to find resolution. If speaking to staff/directors does not solve the problem please contact our licenser. Our Cass County licenser is Lori Hopewell. She can be reached at 701-403-4328.

