



WHERE IT'S FUN TO LEARN

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ApplevilleAcademy.com

PARENT HANDBOOK

“WE ARE AN EQUAL OPPORTUNITY PROVIDER”

Welcome to Appleville Academy!

OUR PHILOSOPHY

At Appleville Academy we believe that children should be guided, nurtured and motivated by certified staff in an inviting and safe environment. All children are entitled to a healthy and nurturing environment filled with opportunities for developmental growth according to his/or her age. AVA provides an environment which stimulates social, emotional, physical, and intellectual growth.

MISSION STATEMENT

AVA's mission is to assist children and families with growth and developmental needs, to set moral principles and values, and to be an asset to the community by providing excellent care and love of all the children in our care.

GOALS/Parent Participation

It is our goal to support all families by creating a partnership with our families and our communities. AVA welcomes parent involvement as well as participation with all families. **Our goal is to have an annual community day for parents and children and parents may volunteer in various areas. Examples: Planting of flowers, adding mulch to various areas and or beautification of the facility. We will have an annual fun day and parents may also volunteer at different stations throughout the day. We will have planned activities throughout the year and parents are free to participate. AVA has an open-door policy where parents can visit throughout the day. We will also provide resource information as well as offer parent training on various topics. AVA will provide a safe and healthy environment for children and provide developmentally appropriate activities that will build social skills and meet their educational needs.**

HOURS OF OPERATION

Monday through Friday, 6:30 a.m. until 6:00 p.m.

*Thank You for selecting Appleville Academy as your choice to care for your child(ren).
We truly appreciate the trust you have put in us!*

In this Parent Guidebook, we have addressed important operating policies with which you will want to be familiar.

Appleville Academy is dedicated to making the most of your child's early years. At AVA, we do this by providing the best practices that offer your child exceptional early childhood learning experiences. Our foundation is based on the premise that the most important years of a child's brain development and learning patterns occur from infancy to age five. Our curriculum takes advantage of these windows of opportunity to give your child the best start toward a lifetime of learning.

AVA's best practices for the most important years of your child's development include:

- Stimulating, creative, educationally-engineered classrooms
- Learning-inspired curriculum, aimed at total-child development
- Extraordinary support for the AVA team of teachers, so they can focus on guiding the learning process
- Secure, nurturing environment

AVA is committed to providing a balanced day to meet each child's intellectual, physical, social and emotional needs. We believe that a child's day should include fun, learning to learn, outside and inside physical activities, and quiet times. Each member of our staff is dedicated to empowering your child to reach his or her maximum individual learning potential. Our objective is to provide the best of the best experience for your child during his or her day. At AVA, every child is treated as special. We strive to address each child's individual needs. We see ourselves as partners with you, the parent, to make your child's day productive and fun. Communication between us about your child is very important and we will make it a priority.

AVA accepts children from 6 weeks to 12 years of age. Each age group is carefully grouped in distinct areas that encompass age appropriate activities and environments.

ENROLLMENT POLICY

Initial and continued enrollment will be at the discretion of Appleville Academy based upon, among other factors, the best interest of the child, the expectation that he or she will benefit from the program, the welfare of the other enrolled children, and the best interest of Appleville Academy. Enrollment decisions will be made without regard to race, color, sex, disability, religion, national origin or ancestry. Appleville Academy reserves the right to dismiss any student, for any reason deemed necessary, at the sole discretion of Appleville Academy.

CHILD ENROLLMENT DOCUMENTATION REQUIREMENTS

Appleville Academy requires specific documentation to be provided for each child prior to the first day of classroom attendance. This documentation may include, but is not limited to, the following:

- Appleville Academy Enrollment Application and Agreement
- Tuition Rate Agreement
- Current Certificate of Immunization, & Current Physical
- Current Photograph of your child and one of the family including the child •
Appropriate documents, such as legal custodial documents, shall be attached if a parent is NOT ALLOWED to pick up child.

TUITION, FEES, & Enrollment Fees:

At the time of enrollment, a payment must accompany your Application which will include the first week tuition and a non-refundable registration fee.

Re-registration:

Each year, you will be assessed an annual registration fee to reserve your child's space at Appleville Academy for the coming fall. Registration fees are non-refundable.

Tuition & Late Fees:

Tuition is billed weekly and is due in advance, upon arrival on Monday mornings by 10 a.m. **Tuition is due every Monday of each week. We accept cash, DEBIT cards, VISA/MasterCard, and money orders as payment. No personal checks will be accepted in order to keep operational cost down.**

Payments received after payment is due each week will have a late fee of \$15.00 per week added. IF PAYMENT IS NOT RECEIVED BY FRIDAY MORNING OF THE CURRENT WEEK DUE, YOUR CHILD WILL BE EXCUSED FROM AVA UNTIL THE MATTER AT HAND IS RESOLVED IN FULL.

Field trips will be an additional cost unless stated on permission slip.

If students are absent due to illness or family emergencies, full weekly tuition payments are due each Monday morning.

Please check AVA'S monthly calendar concerning specific closings. Parents will be billed for full tuition payments on all closed holidays. Please make additional arrangements for your child/children ahead of time. AVA is an "At Will" company and has the right to change its operational calendar as needed.

Failure to stay current with your child's tuition fees will result in the loss of your child's position and will constitute a default, which will entitle Appleville Academy to all remedies, as prescribed by law, including reasonable attorney fees. No discounts from tuition will be made for holidays or other days on which the school does not operate. Appleville Academy reserves the right to increase tuition and charges. You will be notified no less than one month prior to any change in rates.

Late Pickup Fees:

Children must be picked up from their designated program on time. All children must be picked up by closing time (6:00 pm). **The late pickup fee is \$2.00 per minute per child. Late fees will be charged directly to your account.** If you expect to be late, please call to advise us, so that we may reassure your child.

Absences:

Please keep in mind that you are obligated for payment of tuition during periods of absence from Appleville Academy. Tuition must be paid in full, without deduction for absences of any duration, or for any cause, and without substitution of other days of attendance as "make up" days. This is necessary because staffing and other operational costs are incurred on the basis of fixed levels of enrollment. The only exception to this policy involves absences due to your child's hospitalization, during which time tuition may be waived, with medical documentation, at Appleville Academy discretion.

If your child is absent from Appleville Academy for two consecutive weeks, without notification to a Director, your child will be considered withdrawn from the program. If you choose to re-enroll your child, you will be re-assessed the initial enrollment fee and security deposit and your re-admission will be contingent upon the availability of space in your child's group at that time.

Withdrawal:

The obligation for full payment of tuition continues until the date indicated by the parent or guardian as the date of withdrawal. No portion of your monthly paid or outstanding tuition will be refunded or cancelled in the event of absence, holidays, school closings, withdrawal or dismissal from the school. **The parent or guardian agrees to furnish Appleville Academy with at least two weeks written notice of such date of withdrawal.** You may withdraw your child from Appleville Academy whenever you wish. If you wish to apply for re-enrollment at a later date, you will be re-assessed.

TRANSPORTATION:

Transportation is not provided at this time for student to and from our childcare center.

SECURITY:

Our specially designed Secure Access System allows us to monitor each person's entry into the building, track your child's location.

POLICIES AND PROCEDURES:

VISITORS

All of Appleville Academy's administrative staff members greets all visitors at the front entrance. Visitors are asked to sign in at the receptionist's desk and are then escorted throughout the building while visiting and/or touring.

GENERAL PROCEDURE

We open at 6:30 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in daily.

We close at 6:00 PM. Please allow enough time to arrive, to sign your child out daily.

AUTHORIZED AND UNAUTHORIZED PICK-UP

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

In the event that an unauthorized person attempts to pick-up a child at Appleville Academy, the child will be moved to a safe location. We will then contact the custodial parent. The police will also be contacted.

RIGHT TO REFUSE CHILD RELEASE

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Recurring situations may result in the release of your child from the program.

RELEASE OF YOUR CHILD TO OTHERS

We will only release your child to someone, other than yourself, when you have properly authorized us to do so. This may be done at the time of enrollment in your Enrollment Application & Agreement form, where you may list persons who may pick up your child at any time. This may also be done later by completing our "Authorization to Release Child" form. In issuing an authorization form, please be certain that it is delivered to our

receptionist, or to the Executive Director. In rare emergencies, you may give us your signed authorization by fax, with the notation "by fax" and the signature of the staff member who received the fax. We will confirm by comparing the parent's signature appearing in our records. In all cases in which you authorize release of your child to a person who has not picked up your child before, and whom we do not know, we will ask the person for appropriate identification.

PROCESS TO REPORT ABUSE AND NEGLECT

Every person has a duty to report suspected maltreatment. You can make a report of suspected maltreatment in a childcare setting to DCDEE by calling 919-527-6500 or 1-800-859-0829

CHILDREN NOT PICKED-UP AT THE END OF THE DAY

If a child has been left at the end of the day, attempts will be made to utilize all the parent's telephone numbers on file. If there is no response, we will call all the emergency telephone numbers in the child's file. If there is still no response, we will call the police or Child Protective Services.

FIELDTRIPS/ TRANSPORTATION OF CHILDREN:

It is our policy at Appleville Academy to not transport children in emergency situations. If a child requires transportation, the parent or EMS will be contacted.

Fieldtrips:

Appleville Academy will be taking periodic field trips, which will be done with a trained staff member in the van. Before departing the center, a count will be taken of all of the children, and they will be marked on a separate attendance sheet. Upon arrival at the destination, another count will be taken to assure that all children have safely arrived. This process will be repeated upon leaving the destination and returning to the center. During the course of the field trips, each staff member will have specific children that they are responsible for supervising. Before **any child** participates in a field trip, the center will obtain written permission from the parent or guardian.

EMERGENCY PROCEDURES

Appleville is equipped with a fire and smoke monitoring alarm system. Fire extinguishers are strategically placed throughout the building. Emergency drills (such as fire and tornado) are held on a regular basis, so that the children and staff are familiar with emergency procedures. The staff at Appleville Academy has been trained in safety, first aid and emergency evacuation programs. They will orient your child prior to the first time executing a drill, in order to help alleviate any fear or anxiety that may occur. It is our goal to teach your child what to do during an emergency, so that he or she becomes familiar and comfortable with the procedures.

EMERGENCY EVACUATION

It is possible that an emergency evacuation may occur due to problems within the facility. If it is determined that the safety of the children is in any way jeopardized, you will be contacted to pick up your child. If your child is moved from the facility during an emergency evacuation, you will be contacted immediately and informed of the location. The location of Appleville Academy evacuation facility is posted in the administrative area.

INCLEMENT WEATHER

Appleville Academy will make every effort possible to be open during inclement weather days; however, safety for your child and our staff members will be the prime consideration for closing the school. If there is any question whether the school will be open, please consult your local TV station for school closings, or call the school at 336-882-2206. Information concerning cancellation, or a delayed opening, will be recorded on the school voice mail by 5:30 a.m. In the case of a severe mid-day storm, please refrain from calling the school. We will call you if your child needs to be picked up, prior to closing. We take every precaution necessary to protect the children and the staff at AVA. School closings will be based on the determination of threats to the safety of children and the staff.

In excessively hot weather, children will be provided with adequate water supplies and during outdoor play will remain in shaded areas for the majority of their playtime. During severe weather, children will remain inside for an alternative gross motor activity period.

HEALTH RECORDS & IMMUNIZATION

State law requires that every child have a Certificate of Immunization in file at Appleville Academy. This certificate provides a history of vaccinations against several childhood diseases. If your child has received all of the necessary vaccinations, you can obtain an updated, validated certificate from your physician, or local Health Department. It is imperative that you provide a current copy of this certificate, prior to your child's first day of attendance. **Your child will not be permitted to attend Appleville Academy if the certificate has not been submitted, or does not remain current.**

CONFIDENTIALITY OF RECORDS & INFORMATION

The staff of Appleville Academy staff respects the confidential information of the children in our care. All personal records of children and families of Appleville Academy are kept in the strictest of confidence. Information pertaining to admission, progress, health or disenrollment of a child shall be confidential, unless the parent(s) of the child has given written permission for disclosure.

ILLNESS

As a part of Appleville Academy's commitment to the health of the children and staff, we require parents to wash their hands and their children's hands upon arrival for the day. The welfare and health of your child are of primary importance. When particular symptoms are noted, such as a fever or unusual changes in personality, this information will be brought to your attention immediately. Of course, if your child appears to be seriously ill, or highly infectious, we will call you (or another person whom you have designated for this purpose) to ask that you pick up your child from school. **For the safety of the other children, your child must be picked-up within one hour of your notification.** Until you arrive, your child will be made as comfortable as possible in a room where he or she is supervised by an adult, yet separated from other children. You may not bring your child to school if he or she appears ill and/ or displays the following symptoms:

- fever of 101 degrees F. or higher within the past 24 hours

- vomiting or has intestinal agitation accompanied by diarrhea (may return once the condition has completely subsided for a minimum of 24 hours without medication)
- Evidence of a communicable disease
- an undiagnosed rash (may return with physician's note that rash is not contagious) • Discharge from eyes, ears or profuse colored nasal discharge (may return when discharge is clear or child has been on antibiotics for 24-48 hours, according to physician's instructions)
- Unusual lethargy, irritability, persistent crying or difficulty breathing (may return when symptoms have subsided with medications)

If your child shows any of the above symptoms while at Appleville Academy, or any other symptoms enumerated in certain states' regulations, you will be asked to pick up your child immediately.

If the child's parents cannot be reached, the designated person, or persons, on the Enrollment Application and Agreement will be contacted.

When a child has been exposed to, or diagnosed, with a communicable illness, you are required to immediately notify Appleville Academy. AVA will notify the state Department of Health, when necessary, all staff members and all parents and guardians of children in our care. The child's confidentiality will be maintained. Parents will receive an Illness Statement when they arrive to pick up the child who is ill. The Illness Statement will outline the requirements, which may include a doctor's certification, before the child can return to school.

ACCIDENTS & INJURY

In the event of an accident or injury, our staff will first tend to your child's needs and then summon the Executive Director. The Executive Director will notify you and, if necessary, call the physician or medical facility, as designated in writing by you. In rare situations, Appleville Academy may take additional emergency action, as deemed necessary, to care for your child. When such an action is deemed advisable, the school will contact 911 emergency services and follow the instructions of the emergency personnel. If AVA personnel are instructed by the emergency medical personnel to transport your child to the nearest medical facility, such action will be taken. In such emergencies, the school will contact you as soon as the situation allows.

MEDICATION

Medicine may be administered to your child during the day, provided that you have furnished us with written authorization to do so. Our "Authorization to Administer Medicine" form is used for this purpose. AVA Academy will administer only those medications that are specifically labeled as a prescription with a doctor's name, child's name and dosage procedures outlined on the bottle. **NO OVER THE COUNTER MEDICATIONS OF ANY KIND WILL BE ADMINISTERED WITHOUT A WRITTEN PRESCRIPTION/ORDER FROM A LICENSED MEDICAL PHYSICIAN.** Medications cannot be shared by multiple family members, unless each person's name appears on the label. The completed form, together with the medicine itself, should be left in the designated box with the Assistant Director. If your child requires more than one medication, please list each separately on the form. Any potential adverse reaction to the

medication must be listed on the authorization, so that the child can be properly monitored, and parents notified accordingly. This authorization must specify the specific dates and amounts the medication is to be administered. A new authorization is required at the beginning of each calendar week.

MEDICINE ADMINISTERED

IMPORTANT: All medications are stored in the office in a lock box out of the reach of children; and all medicines are administered by a director. Medicine may never be left in your child's carry bag, since another child may accidentally find it there. In addition, all medicines must be brought to the school in their original container, bearing the child's name, prescription number (if any), name of the medicine, and the date brought to Appleville.

EMERGENCY MEDICAL FACILITY

An accredited nearby emergency medical facility has been designated by Appleville Academy. The name and location of the facility is posted in the administrative area.

DISCIPLINE

Discipline is the on-going process of helping children to develop their controls, so that they can manage their own behavior in a social environment. We teach self-discipline, as opposed to motivation by fear or punishment. Our discipline policy ensures that there is a reasonable relationship between the inappropriate act and the consequence.

The only acceptable forms of discipline at Appleville Academy's is positive guidance and redirection. The goals of these discipline techniques:

- Help the child in his or her growth toward self-discipline, while nurturing a healthy self- concept.
- Help children work through a conflict, by helping develop their self-control and assuming responsibility for their own actions.
- Explain limits and consequences in a clear and comprehensible manner.
- Give preschool children a reasonable opportunity to resolve their own conflicts.

Only if absolutely necessary will a child be removed from the situation of conflict and placed in an area where he or she can sit for a few moments to regain composure. This is not considered time out, and when appropriate the child will not be left alone, but instead the teacher will talk to the child about the inappropriate behavior. The child will return to the group when both the staff, and the child, feel it is appropriate. This will not be for a prolonged period of time, nor is it a punishment.

Parent/Teacher Conference

A parent teacher conference may be held at the request of parent and or child's teacher. These conferences will be held to discuss progress as well as address any concerns by parent or child's teacher.

BITING POLICY

Appleville Academy understands that occasional displays of aggression, like biting, are typical in young children and are part of normal early childhood development. Repeated incidents of biting will not be tolerated. Our objective is to ensure that AVA maintains the highest level of safety within our environment, and that our staff respond

appropriately to aggressive behaviors. Appleville Academy requires that all parents of children under 3 years old receive the guidelines that outline how the staff of AVA will handle a biting incident. These guidelines will be presented with enrollment materials. Receipt of the Biting Policy must be acknowledged by the parent in writing.

TV AND VIDEO POLICY

In an effort to provide an educational classroom environment, Appleville Academy does not allow the excessive use of videos. The viewing of videos is limited, and is not offered no more than 2-1/2 hours per week to selected age groups. State Laws prohibits any use of videos/TV time that is not educational related.

CARRY BAGS AND CHANGE OF CLOTHING

All children must have a bag with them at school at all times. (Customized bags will be provided to each child at the time of enrollment.) This is necessary because every child is required to have a complete change of clothing consisting of a weather appropriate clothing, along with underwear, socks, and a light jacket or sweater with them, at all times. Our staff will use these articles in the event of any mishap, and will return the soiled clothing to the carry bag in an airtight plastic bag.

In addition, the carry bag is used to store personal articles during the day. If your child wishes to bring his or her own blanket to school, be sure it will fold to fit into the carry bag. In order to avoid any confusion and prevent potential loss of personal items, it is very important that all of your child's belongings, including his or her bag, articles of clothing and any items brought from home, be clearly labeled with both first and last name.

BELONGINGS BROUGHT FROM HOME

We know that some toys are so important to your child that they simply must come to school. These items may be brought on Show and Tell day, as long as they are safe in the company of others and are not replicas of weapons. In addition, safety considerations dictate that cosmetics and money (particularly coins), and other items which may be easily swallowed, should never accompany your child to school. Show and tell items must be small enough to fit in their carry bag and be brought in only on those designated days.

We also know that many personal articles at AVA become separated from their owners. We'll do our best to keep track of such items and return them to their rightful owners. If we know the owner of a particular belonging, we'll make sure that it gets into the right carry bag and goes home. Please remember toys and other articles that do not have the owner's name on them are often very difficult to track down and return. Some small items such as Matchbox cars can easily find their way into another little pocket. If an item is particularly dear to your child, it may be wise to leave it at home, because we cannot be responsible for replacement of the article.

LOST AND FOUND

A lost and found box is located in the school. We recommend that you check this box periodically for items that may belong to your child.

HOURS, DAYS OF OPERATION

Appleville Academy operates Monday through Friday throughout the year. We are closed on the following holidays: New Year's Day, MLK, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (2 days closed), Christmas (2 days closed), and certain other days, as may be specified by AVA, from time to time. The facility is open and staffed from 6:30 a.m. until 6:00 p.m. All children are expected to arrive at the center by 9:30am. All children arriving after 9:30 a.m. should be accompanied by a doctor's note or informed the center concerning a late arrival for approval.

DIAPERING

Children are checked at scheduled intervals throughout the day, and changed at the first sign of wetness, or soiling. No child is knowingly left in wet or soiled clothing. For children who wear diapers, parents must furnish diapers and pull-ups. For sanitary purposes, Appleville Academy does not provide nor allow the use of cloth diapers.

TOILET TRAINING

When you believe that your child is ready to begin toilet training, please discuss this with your child's primary teacher. We will assist by encouraging your child to use the bathroom between diaper changes. With the first signs of success, we will recommend that you send your child to school in training pants or pullups that opens from the sides for easy access for removal.

BREAKFAST, LUNCH, AND SNACKS

AVA will participate in the Child and Adult Care Food Program (CACFP) provided by the State, and must serve nutritious meals and snacks meeting the CACFP requirements. Children with disabilities will have a medical statement form on file signed by a recognized medical authority specifying the foods to be omitted and the recommended food substitutions. We will provide your child with breakfast, lunch, and afternoon snacks as described in the *Menus*. Children are offered breakfast, (if they arrive before 9:00 a.m.). The Appleville Academy menu features healthy, nutritious and well-balanced meals which are catered fresh each day by a licensed cater who meets the CACFP approval. If your child adheres to any special dietary restrictions, please inform the Director, as well as his or her primary teacher. Children are taught to eat with a plate, napkin and utensils, as well as other mealtime etiquette. Each meal is closely supervised. All children are given as much time as they wish to eat. Those who have difficulty eating will be individually assisted, including help in getting individual bites to the mouth; but no child is ever forced to eat any food. Special eating problems, or changes in lunchtime behavior, will be reported to you on your child's daily progress report.

SPECIAL CELEBRATIONS

Prior to planning a celebration for a special event in your child's classroom, such as a birthday, please make arrangements with a Director. You will be provided with details about local regulatory agency requirements regarding snacks. We recommend that a healthy snack be provided, rather than cakes or cupcakes. However, as a parent the choice is totally up to you. You may wish to include special napkins, or hats, with

snacks. For safety reason, small trinkets, rings or balloons may not be distributed as party favors. Glass or ceramic plates are not permitted in the classroom or playground, and may not be used where children are present on the school campus. Your child's teacher will help you to determine the number of items that will be needed to provide for every child in the class. For the protection of all children, we cannot provide anyone with the phone number or address of any child at AVA, or their family members. Teachers can provide you with a list of the first names only of the children in the class, if requested. Special programs are organized for the children throughout the year for parents and family members. Your attendance at these special functions gives you the opportunity to talk to your child's teachers and meet your child's classmates and parents.

NAPTIME

All children are required to have a quiet time following lunch, and are encouraged to sleep during this time. Children are not forced to nap. Children who fall asleep will be allowed to sleep until the end of the rest period, as designated on the daily schedule. Children may bring a small item to comfort them and help them rest. The item, including pillows, must be small enough to fit into their Appleville Academy carry bag.

AVA DAILY/ MONTHLY CLEANING SCHEDULE

Staff sanitize and disinfect high touch areas on an hourly daily basis. Which includes light switches, door handles, tables, countertops, high touch services, etc. Floors are swept, vacuumed, and mopped daily. Toys are also sanitized daily. A complete thorough cleaning is conducted monthly.

Amendment: Staff and children are only allowed in the classroom space due to new Covid restrictions. We will continue to provide updates and resource information via emails, Facebook and Class Dojo. AVA will adhere to the guidance of CDC, Health and Human Services and Division of Child Development to help take precautions from the spread of Covid 19.

ACKNOWLEDGEMENT

I (We) have read and agree to Appleville Academy’s policies and procedures as described in the Parent Handbook. I understand that these guidelines may change periodically.

Child’s Name (Please Print): _____

Parent or Legal Guardian Signature: _____

Date: _____

Parent or Legal Guardian Signature: _____

Date: _____

* After signing this acknowledgement, please remove the page from your Parent Handbook. It must be returned with your enrollment packet.

