



Operational Policies

Hours, Days and Months of Operation

The AppleTree Day School opens at 6:30 a.m. and closes at 6:30 p.m. Monday through Friday. A late fee of \$5.00 for each five minutes past closing time if I arrive late. The fee will be adjusted higher after the third late pick-up. Tuition is payable in advance of services and there is no reduction in tuition for absence or for our legal holidays. We observe nine legal holidays a year: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve and Christmas Day. We also have abbreviated hours for New Year's Eve. School age children will have an additional tuition charge of \$15.00 per day during one day school holidays. Summer vacation time will be charged at \$150.00(cash/check) per week. The AppleTree Day School operates year round with no closures except for the holidays stated above.

Procedures for Release of Children

Children will only be released to persons designated on enrollment forms unless the childcare center is notified in writing in advance of a change. Anyone unfamiliar to the childcare personnel will be asked to show picture identification.

Illness and Exclusion Criteria

If a child becomes ill, a parent will be contacted and the child will be kept separate from the other children until the parent arrives.

Therefore, please keep schedules, phone numbers and all records up to date with the front desk. Please notify the office when you will not be at your scheduled location. You **MUST** keep your child home if: they have a fever of **100.4** or have had a fever in the past 24 hours, they have vomited more than once in the past 24 hours, they have a rash, they have lice, an exposed ringworm or other parasite, they have diarrhea (6 or more episodes in a 24 hour period), they have symptoms of a contagious disease (headache, sore throat, rash, red watery eyes, thick mucous from the nose, eyes or ears).

Procedures for Handling Medical Emergencies

The school's director will evaluate an injured or severely ill child. Parents will be notified by telephone if their child needs to be picked up. An ambulance will be called only in severe emergencies and the school director will make that determination. *No medication is dispensed at The AppleTree Day School.* The only exception is in an emergency situation determined by the director. There is no school nurse on staff at our facility.

Procedures for Parental Notifications

Notes of childcare happenings, closings, policy changes, etc. are posted on the bulletin board in the front lobby of the school. Also, any changes to the Operational Policies will be conveyed to each family in writing and a new signed and dated copy will be kept on hand in each family's file. Other written notices may be sent home with your child.

Discipline and Guidance Practices

Children may be placed in brief, supervised, quiet-times from the group for disciplinary purposes. More difficult problems will be brought to the director and the parents will be notified. Disciplinary problems could result in the need for the parent to pick up their child that day, and ultimately, dismissal from the school if problems persist.

Vacation Policy

Each family enrolled is eligible for a one week vacation, after a full year of enrollment. After two or more years of enrollment, your vacation time increases to two weeks. No tuition is due during the vacation week/s. After vacation weeks have been used, any absent weeks are charged at the regular rate. Any vacation time not used during the period is lost and not carried over to the next annual contract period. Please notify the office in advance of vacation weeks to be taken so that you may fill out a vacation notification form. The vacation notification form should be turned in to the front desk as soon as possible to avoid your billing cycle. Once the form is turned in, attendance at the school is not permitted during the vacation week.

Meals

The AppleTree Day School serves the following meals and supplements: Breakfast is served from 7:00 a.m. until 8:00 a.m.; Morning snack is served at 9:30 a.m.; Lunch is served at 11:45 a.m.; Afternoon snack is served at 3:30 p.m. Afternoon snack time is extended to accommodate after school children arriving at the school. All meals and supplements are included in your child's tuition and at no additional cost.

Immunization Requirements

A current shot record must be provided to the school ON OR BEFORE the date of enrollment. Parents must sign a statement of health and must submit a physician's statement of health signed and dated by a physician within the child's first year of enrollment. This is required by the state licensing department. Children four years and older must also have on file at the school documentation of vision and hearing screening.

Enrollment Procedures

Upon enrollment, a non-refundable annual registration fee of \$150.00, for insurance and supplies is due and payable. After initial enrollment annual registration will be due on or around September 1st of each year

and will be payable or deducted from your account the Friday before. Tuition is due and payable on Friday, before close of business. A \$10.00 late fee per week will be charged if tuition is not paid by Monday at closing for the current week. A \$25.00 service charge is assessed on any returned checks or non-sufficient funds for direct debit that pays your child's tuition. Tuition is due and payable in full for each week of the contract period. There is no reduction in tuition fees for days missed. Upon signing the Conditions Contract, the tuition is due and payable weekly for the entire term of the contract. If a child is not in attendance for two consecutive weeks, and the school was not previously notified of the absence, the child will be dropped from the registry at the school. The child must re-enroll if they wish to attend the school again. Enrollment forms provided to parents must be completely filled out prior to attending the school.

Transportation, Water Activities and Field Trips

No child will be transported on a school van or allowed to participate in water activities without the signed consent that is included in the enrollment packet. Parents will be notified in advance and in writing of any field trips. The AppleTree Day School does not use parent volunteers in our operation or activities.

Withdrawing Your Child/Children

AppleTree Day School requires a **two week notice** prior to withdrawing your child from our school.

Licensing Information and Parent's Rights

A copy of the "Minimum Standard Rules for Licensed Child-Care Centers" and our current licensing report is in the office and are available for parents to view at any time during hours of operation. Parents may request from the front desk to view a copy of the Minimum Standards and our latest inspection report from the state-licensing department. Any parent who has concerns or questions about

the Operational Policies may request a meeting with the Director. The meeting will be scheduled at the earliest convenience of the parent and the Director. Any parent may visit the school during our hours of operation to observe their child, or observe the school's operation and activities. Prior approval is not necessary to visit, but we do require all parents to check in at the front desk so the staff can monitor all people in the building. Parents may contact the local licensing office:

Address: Childcare Licensing
3635 S.E. Military Drive
San Antonio, Texas 78223

Phone: (210) 337-3399

Nat'l. Website: www.tdprs.state.tx.us

Child Abuse Hotline: 1-800-252-5400



The Operational Policies are to be signed and returned to The AppleTree Day School on or before the first day of your child's attendance. I have read all of the Operational Policies and agree to abide by them.

Date: _____

Parent's Signature: _____

Director's Signature: _____