

- Serves one hundred children ranging from five-twelve years of age.
- Full-Time/Part-Time/Hourly services.
- Open from 6:45 a.m. -5:30 p.m.
- Program license-exempt under *State Statute 210.211*.

#### **Notes**

- Hourly care noted to be one-three hours
- half day care noted to be three-five hours/day
- five or more hours noted to be a full day.
- All parents charged a fee for late pick-ups (See *Late Pickup Policy* for amount).  
***Children may not be dropped off on premises prior to opening times.***

## **Classroom Placement**

### ***Mixed-Age Classrooms***

- There are currently three programs available at *Apple Tree Enrichment*.
- Room placement is made according to the age of the child enrolled as of August 31.
- Children are grouped into classes based on mixed-age grouping. The reason for mixed-age classes is simple: separating children by age denies them a whole range of social and intellectual stimuli.
- Children of various ages learn from one another; more experienced students present the knowledge they have acquired to their younger classmates which assigns them a socially responsible role and also results in more successful learning for both parties.
- In mixed-age classes, children experience both continuity and change in their social relationships as older children move on and younger ones take their place. Children's social skills improve as they help and support each other due to their developmental differences in knowledge and experience. In this way social behavior and respect develop naturally as a matter of course.
- Mixing ages leads to children assuming different roles during the years they spend at *Apple Tree Enrichment*, elementary school, adolescent programs, or high school respectively. As the youngest, they receive support from the more experienced children. At the middle stage they are more familiar with their surroundings and can help themselves. When they reach the oldest group, they can be a good example to others.
- Children remain in the same classroom unless a specific need arises.
- Preference is given to five day a week enrollment in all classrooms.

### **Apple Tree Academy and Enrichment Teacher-Child Ratios**

- Birth - two years/1:4, maximum group size: 8
- Two - four years/1:10, maximum group size: 20
- Five - fourteen years/1:16, maximum group size: 32

#### **Notes**

- Summer time ratios may be up to 1:20 for school age children. This becomes a 1:10 ratio in the Counselor in Training (CIT) program.

- Ratios for field trips are increased whenever possible. Parents are encouraged to participate.

## Communication

- Sign-in/sign-out books are located at the entrance of each center. Parents must sign their child in/out daily and record the time of their arrival and departure.
- Journals and daily notes are provided for each child and used as a communication device between parents and teachers on a daily basis.
- Daily messages are also displayed throughout the entryway and classrooms describing the activities of the day.
- Should parents need to contact them, teachers are available during their scheduled hours. If a teacher is *not* available, program administrators are scheduled to be in the building at all times.
- Administrators may be throughout the building in the different classrooms and are available for questions about the center.
- Please feel free to stop at the office at any time or call to make an appointment with a specific administrator.
- Though time throughout the day to do daily journal entries is not always possible; please check journals regularly. Please look for daily messages or reminders posted on the entry bulletin board, classroom bulletin boards and/or sign-in/sign-out sheets in classrooms and through our e-mail list.

## Information for Families

*An important part of Apple Tree Enrichment's mission is to provide our families with information that makes the difficult job of parenting a little easier.*

- *Apple Tree Academy and Enrichment* publishes a monthly newsletter containing reminders of important upcoming dates, deadlines, events, themes and activities. *Apple Tree Academy and Enrichment* also has a library of information which includes lots of useful, interesting information in the areas of child health, safety, nutrition, discipline, intellectual, social-emotional, and language development, as well as fun activities and great ideas for kid-friendly meals and snacks.
- Parents may join our e-mail list so that they can receive e-mail reminders concerning important deadlines and other *Apple Tree Academy and Enrichment* information. Please stop by our office and give us your e-mail address or notify us if your e-mail address changes.
- On our web site we have posted weekly lesson plans for your convenience. This is a wonderful way to enforce educational material at home and to start a conversation about your child's day.
- Notes, reminders and wish lists may also be found in cubbies throughout the school year.

## Parking

Please keep everyone safe by driving slowly and carefully - there are many pedestrians (adults and children) as well as cars pulling in and out of spaces on both sides of our lots. Our posted speed limit is a maximum of 5 miles per hour.

## **Arrivals**

### **Attendance**

- If your child is unable to attend, please notify us by 9:00 a.m. to help us plan activities and allow teachers to go on walks or trips as planned without feeling “we should wait another ten minutes for...”
- *If your child is unable to attend due to illness, please describe his/her symptoms to help us stay aware of current health problems.*

### **Adjusting to school: Leaving Your Child**

For children who are new to *Apple Tree Enrichment*, we suggest a brief visit before your child’s first day. We offer a half-day free of charge to help your child adjust to our program. After that, if your schedule allows, plan to stay ten minutes the first day or so of enrollment and/or pick up your child early.

### **Helpful Tips:**

- If you remain in the room, try to discourage lap sitting and attempt to get your child interested in a toy, the teacher, or a peer.
- Never suddenly disappear – this can be quite distressing for your child.
- Tell your child you are leaving, that you will return, exchange hugs and kisses, and leave quickly with a smile.
- It is important not to give your child mixed-messages; be positive and happy as you leave. Forlorn or worried glances from parents convey to the children that this may not be a fun experience after all.
- Try not to feel guilty if you leave your child in tears; teachers are accustomed to this behavior and almost all children cease crying within a very short period of time.
- Please feel free to call *Apple Tree Academy and Enrichment* to check on how the day is going. Remember that it sometimes takes a week or two before a child feels comfortable and secure about coming to school. If it is taking longer for your child to adjust, we will begin a joint plan of action.
- If possible, initially pick up your child before 4:30 p.m. because the full-time classroom teachers begin to leave at this time. Children remain with a part-time aide from 4:30-5:30; your child will eventually become secure with this arrangement. These same procedures can be used for a child who is not new to Apple Tree Academy and Enrichment but having a difficult time due to changes at home or school.
- Please keep the teachers informed of all changes or of any distress your child may be experiencing.

### **The Importance of Arrival Time for Your Child**

- Please bring your child to the adult in charge and be certain the teacher or aide acknowledges you and your child’s presence before you leave.

- The person bringing the child should sign the child in (time and drop-off person's initials) on the sign-in sheet in the child's classroom and put all belongings in the child's cubby.
- *Never drop your child off at the door or leave him or her in a classroom if there is no staff person present* – if there is no staff person present, please check immediately with the office. This rule applies to school-age children as well as younger ones.

## **Departures**

- When you come for your child, make a point of saying good-bye to the adult in charge.
- *Check your child's cubby daily for messages, artwork, or written work.*
- Sign your child out.
- If the class is on the playground, one of the teachers will have the sign-out sheet with her.
- Please remember that all persons picking up a child from *Apple Tree Academy and Enrichment* should have identification with them in case the supervising adult has not previously met them. *Apple Tree Academy and Enrichment* staff members are trained to never release a child to an unidentified person. Please keep your child with you at all times when leaving the classroom and the building.

### ***Departures after 4:30***

If you arrive after 4:30 p.m. , another teacher or a part-time aide will be supervising the children.

- At 4:30 p.m. , all children from the Preschool are combined.
- At 5:15 p.m. , children still in the center are brought to the central area for pickup.
- Late pickup fees are assessed from 5:30 p.m. These children will be either in the central area or the office, at which time late fee paperwork needs to be signed by you. Fees will be assessed on your account accordingly

### ***Authorized People to Pick Up Children***

- Only people that you authorize on your child's emergency treatment card may pick up your child. If it becomes necessary for an unauthorized person to pick up your child, we will need to receive your approval in the form of a note or phone call from you stating that person's name and telephone number.
- This person will need to sign a special form in order to take your child from the premises. If the individual is unknown to *Apple Tree Academy and Enrichment* staff, we will need to see some form of personal identification. *We can only release your child to those persons you designate in writing and that person must be at least 14 years old.*

## **Child Custody**

- Parents should keep staff current with the latest developments of custody disputes. We will then inform the rest of the staff of any changes.

- The staff is aware of which policy to follow when there is a problem concerning custody.
- *A copy of the latest court order is to be in the file in order for staff and police to be compliant with the request.*
- In a threatening situation, or when the safety of others is at hand, the child may be released. *Apple Tree Academy and Enrichment will not be held liable if this type of situation should arise. We will not jeopardize other children and staff to this situation. Please keep your child at home if needed.*

## **Transportation**

### ***Apple Tree Enrichment's Fifteen-Passenger Van:***

The main purpose for having the van is to transport pre-K children to our *Apple Tree Academy and Enrichment Preschool Enrichment Program* and school-age children to and from several elementary schools during the school year. The van is also used to transport children to and from a variety of activities, including swimming and other field trips.

- Parents must provide a car seat with harnesses for children who weigh less than forty pounds.
- In the rare case a toddler still weighs under twenty pounds, he or she will need a backward facing seat with harnesses.
- Booster seats are required for children who are between forty and eighty pounds, under age eight, and under four foot nine inches in height.
- *All car seats or boosters must have a sticker stating that the seat is federally approved; all of them come with one when purchased. This is Missouri law.*
- *All car seats or boosters should be in good repair, be properly functional, and be new enough to adhere to all current safety standards.*
- *Shield boosters (backless boosters with a shield that hooks in front of the child) will not be used under any circumstances as they have been discontinued from manufacture and are deemed very dangerous.*
- If a car seat or booster-age child is driven to a field trip destination by a family member, they must be driven back to *Apple Tree Academy and Enrichment* by that same family member.
- *Car seats and boosters will be installed only at Apple Tree Enrichment.* This is due to the complex arrangement of seats, the safety skills of a trained installer, and the importance of teachers remaining in supervision while on a field trip.
- If a family has an inappropriate car seat for financial or other reasons, *Apple Tree Academy and Enrichment* can assist in finding a good seat at low-cost/no-cost.

### ***Parent Permission***

- A signed parent permission form is required for all trips that require van transportation.
- A signed parent permission form gives *Apple Tree Academy and Enrichment* teachers permission to take children on walking field trips.
- If a parent forgets to sign for each separate trip, we will make every effort to contact the parent to get permission.

- If you do not wish your child to attend the field trip, you will be responsible for care until the class returns.
- No child will be transported in a private car without a staff member present unless you are the parent or guardian or written permission is given by the parent/guardian.

### ***Field Trip Supervision***

- For all classrooms, there must be adequate adult coverage in order to leave the premises.
- When leaving the facility to go on field trips not in close proximity to *Apple Tree Enrichment*, there must be two staff members present at the place of activity to assist with supervision, specifically a lead teacher, an assistant teacher, a part-time aide, administrator, a CIT, or a volunteer.
- In some instances, at the discretion of the administration, one teacher may be authorized to accompany children to specified locations.
- All trips away from the building must be pre-approved by the administration. On most field trips our children will meet our partner facility (*Apple Tree Academy and Enrichment Child Development Center*) so that two staff members are present.

### ***Emergency Preparedness during Transportation***

- Teachers take emergency treatment cards, children's health records, and a first aid kit on all field trips.
- Our emergency treatment release form will be taken on all field trips and shall be taken to the emergency room or doctor's office with the child should the child require immediate medical attention.
- In the event a child must be transported to a doctor's office or hospital and the parents or other designated people on the emergency treatment card are not available, an ambulance will be called.
- In the event of an emergency, the notarized emergency treatment card gives *Apple Tree Academy and Enrichment* staff permission to call an ambulance for transportation to the hospital and for the hospital to administer emergency care.
- The ambulance and emergency personnel fees will be the responsibility of the parents. Should the child need the services of an ambulance and the parents cannot be reached, an *Apple Tree Academy and Enrichment* staff member will provide the completed child health assessment form to the emergency staff.
- When a staff member accompanies a child to a source of emergency care, he or she will remain with the child until a parent or parent's designee assumes responsibility for the child.
- Any serious injury requiring hospitalization shall be reported by the next working day to the administration.
- *Apple Tree Academy and Enrichment staff will not drive a sick or injured child to a doctor's office or hospital.*

## Guidelines for Referrals and/or Termination of Care

If serious adjustment or behavior problems occur after a child is enrolled, a conference will be scheduled so that the teachers and director can talk with the child's parents about the situation.

A written action plan will then be developed outlining steps to be taken to solve the problem/s. The director may set a short-term trial period or enforce the following:

- **Program Referral** – *Apple Tree Academy and Enrichment* may recommend supplemental services for a child with developmental, psychological, or medical problems. Jefferson City Public School, or surrounding school districts, will provide a complete developmental screening free of charge for preschool-aged children who are referred to them by parents or teachers. Areas tested include hearing, vision, speech/language, gross and fine motor skills, cognition (thinking and reasoning skills), and social development. If special services are needed, the staff of those facilities will provide them or the child will be referred to other agencies or programs.
- **Child Care Termination** – If a parent or parents refuse the recommendation, or if these services are provided and the child's condition does not improve satisfactorily, or if continued enrollment of the child does not represent the best interest of the child, *Apple Tree Enrichment*, the staff, or the other children, *Apple Tree Academy and Enrichment* administration reserves the right to give written notice to the parent or parents, indicating termination of all child care services ending in fourteen days. If the child's behavior is physically or emotionally dangerous to other children or staff, immediate termination may be necessary. Child-care services may also be terminated immediately if the behavior of a parent or other primary caregiver is verbally or physically abusive or disrespectful to a staff person or other children or parents in the program.

## Grievance Procedure

- If an *Apple Tree Academy and Enrichment* parent or guardian has a grievance or wishes to appeal an administrative decision, the first attempt to resolve the issue should be by the parties involved.
- If a solution is not reached, a formal grievance may be filed in writing with the executive members of *Apple Tree Academy and Enrichment* for the purpose of reaching a satisfactory solution for all concerned.
- A letter should be sent to the members stating reasons for the appeal and other pertinent information. The committee will examine the issue as quickly as possible and notify the parties involved of their decision.
- *Apple Tree Academy and Enrichment* members have final authority in deciding issues relating to center policies and procedures. Appeals to any other entities or outside entities will not be considered.

## Parent Liability Statement

*If a child under the age of eighteen injures a person or damages property maliciously or willfully, the person so injured can recover damages from the parent up to \$1,000 as is provided by Missouri State Law), unless it is found that the malicious or willful*

*actions were the result of parental neglect, in which case there is no limit to the amount of liability. This law holds the parent, not the teacher or center, liable.*

## **Emergency Closing Procedure**

- The director will announce any changes in *Apple Tree Enrichment's* hours of operation via the media – KWOS and KRCCG, and *Apple Tree Enrichment's* official website.
- In the event there is an emergency affecting only *Apple Tree Academy and Enrichment* (no heat, water, etc.), we will be closed or will operate on reduced hours.
- If inclement weather necessitates canceling of the day's activities or if the weather is severe, *Apple Tree Academy and Enrichment* reserves the right to cancel services or alter hours if weather conditions are extremely dangerous.
- Because *Apple Tree Academy and Enrichment* incurs salary and other fixed costs when closed, we cannot refund fees for the rare days we must be closed.
- *Apple Tree Academy and Enrichment* does not follow the public school closings.

## **Emergency Preparedness**

- Fire drills are scheduled once a month throughout the year. Each classroom practices using different escape routes.
- Tornado drills are held monthly from March through September.
- Fire and tornado drill procedures are posted in each classroom and all staff is trained to know what to do in these kinds of emergency situations.
- Classrooms serving children with disabilities have special emergency plans assigning responsibility for the disabled child.

## **Emergency Security Plan**

*In response to the increasing number of security concerns brought about by school violence events in other areas, we felt it was necessary to develop an emergency plan to assure the safety of both children and staff in the center.*

- We now have the ability to contact the local police or sheriff's office immediately for assistance in case a dangerous situation is occurring in or near the center.
- There are also procedures in place to move all children and staff to the safest possible locations as quickly as possible.
- Drills will be held each semester so that children and staff can become accustomed to the procedures just as they do for our regular fire and tornado drills.
- *If a potentially dangerous situation exists at the facility outside of our building, we will follow our shelter-in-place procedures. All doors and windows will be locked and access to the building will be monitored closely. All children and staff will remain inside the building, but all other regular activities will go on normally.*
- We also have an evacuation plan in place in case there is a need to move all children and staff out of any of our buildings. *In situations like a suspected gas leak or bomb threat, staff will immediately move children to our designated*

*evacuation site either in the Capitol Projects Building or the Seven-Up/Dr. Pepper plant – all of which are located on East McCarty Street - where they will remain until we know it is safe to return. Parents will be notified of the emergency situation by cell phone, the local media, and our website.*

## **Staffing**

### **Professional and Support Staff**

#### **Apple Tree Enrichment's Administrative Staff**

- Executive Director
- Finance Director
- Program Director
- Assistant Directors

#### **Support Staff**

- Administrative Assistant
- Kitchen Cook/and or Kitchen Assistants
- Coordinator of Units
- Classroom Teachers

### **Full Time Lead Teachers/Assistant Teachers**

Childcare staff members have a vital influence on a child's behavior and development so in most classrooms, our full-time lead teachers will have at least an Associate's Degree in Development, up to a Bachelor's Degree in a child-related field. Most assistant teachers have two years of college and/or years of experience. Care is taken to choose teachers who have knowledge of developmental needs of children and who are qualified to plan and direct activities which meet the cognitive, physical, and social needs of young children. Teachers work as a team jointly planning daily learning experiences which promote creative and intellectual expression, stimulate learning and build an accepting and comfortable climate for children.

### **Part-Time Employees**

*Apple Tree Academy and Enrichment* employs many part-time aides and counselors in training (CIT) to assist in the classrooms. Part-time aides help supervise the children during rest-time while teachers have their breaks and planning time, and also assist teachers during all other parts of the day, particularly during late afternoon hours. Having an extra adult in the room allows teachers to plan walks, field trips, and other special activities that require additional supervision. Part-time aides also supervise children while teachers attend outside meetings and act as substitutes when a teacher is absent. Our part-time aides are hired, trained, and supervised by the program director, while full-time teachers also assume responsibility for hands-on training in the classrooms with the children. Each aide must also complete approximately forty hours of in-service training with the program director before taking over the main supervision of a classroom.

## Volunteers

Volunteers are a vital part of the *Apple Tree Academy and Enrichment* program; they serve as extra teacher's aides in the classroom. Their assistance allows classroom teachers to individualize more of the curriculum for the children. Although most volunteers are students, people from the community are also encouraged to participate at Apple Tree Enrichment. Parents are certainly welcome to assist classroom teachers; or if you have family members who would like to give their time, we would love it! Volunteers must be fourteen years of age, submit mandatory paperwork, and complete a required orientation.

## Practicum Students

Education practicum students often help teach in some of our classrooms or are here to observe as a part of their course requirements. Teachers utilize the valuable services of these volunteers to enrich their program while providing them training and experience in inclusive classroom settings.

## Classroom Schedules

*Apple Tree Enrichment's schedule is designed to meet the needs of varying age levels and the needs of individual children.*

Activities are also balanced between individual and group activities, quiet/listening oriented activities, and more action play periods. Our curriculum features cognitive development, fine and gross motor development, and social/emotional development through a variety of readiness skills, as well as arts and crafts. We have times when the children choose, along with planned teacher instruction. There is a rest time if appropriate. A sample pre-school schedule is below.

Time of Day	Routine	Possible Experience	Theme Activities: Nutrition
6:30-9:00	Arrival/Breakfast	Listening to stories, free choice activities	Reading stories about nutrition. Listing food groups and different exercises in the room.
9:00-9:15	Circle Time	Meeting/Discussion Organizing Data Personal Writing	Painting with potatoes, collages with food. Planting seeds, making a vegetable garden.
9:15-10:15	Learning Centers	Art Board/Card Games Construction Cooking Dramatic Play Planting Exercise Play Sand/Water Mud Pies	Using props such as farming tools, apron, gloves, etc. Seeing what happens when vinegar and baking soda mix. Singing songs like "Peanut Butter and Jelly". Using computers, pen, pencils, envelopes, recipe cards. Sorting and counting bag of frozen vegetables.
10:15-11:00	Outdoor Play	Explore outdoor areas and outdoor activities	Using shovels, pie pans, rakes, wheel barrels, etc.
11:00-12:00	Lunch		Dancing to Music.
12:00-12:45	Large Group	Listening to stories, free choice	Making vegetable stick people
12:45-2:00	Nap		Pudding Play
2:00-3:00	Quiet Centers	Puzzles Books Listening Station Games Writing	Singing songs like "Fried Ham" and "Brush Your Teeth". Reading Books like "Grandma's Cooking" Playing with the Farmer's Market set.
3:00-3:30	Snack/Large Group		
3:30-4:30	Centers	Cooking Sensory Music Personal Reading	

		Personal Writing Block and Accessories	
4:30-5:30	Departure	Table Activities/Outdoor Play	

## Curriculum

### Emergent Language & Literacy Curriculum

*Apple Tree Enrichment's* Educational Program uses the *Emergent Language & Literacy Curriculum*, which is an approved curriculum by the State of Missouri, Department of Education. This is an approach to teaching that is based on what we know about how children learn. *Emergent Language & Literacy Curriculum* embraces teaching strategies and resources that are consistent with validated theories of learning and development. Through “hands-on, minds-on” experiences, students in *Emergent Language & Literacy Curriculum* classrooms attain deep understandings in the core content areas while they also learn to work collaboratively with adults and peers and to be lifelong problem solvers.

This curriculum and assessment is research-based and is linked to the *Missouri Show Me Standards*. The program is designed to address the whole child including the following areas: social, moral, cognitive, representational, and physical development domains.

Comprehensive, ongoing training supports implementation of *Emergent Language & Literacy Curriculum* and participant-centered professional development programs while *Emergent Language & Literacy Curriculum Institutes* provide staff with opportunities for teachers and administrators to invent practical strategies which support children’s ways of thinking and challenge them to construct new knowledge.

Overall, our program fosters children’s literacy and language development, helps children develop scientific and mathematical knowledge, use art, construction, music, movement, and play to promote learning. Lessons are planned with both the individual child and the group in mind.

Children in all *Apple Tree Academy and Enrichment* classrooms will experience a well-rounded curriculum which draws from many areas of development including the following:

- Language and Memory
- Large and Small Motor Skills,
- Dramatic Play
- Art and Sensory
- Health and Safety
- Pre-Literacy
- Pre-Math
- Pre-Science

As part of creative development, children will be allowed to use materials freely and to move with spontaneity. However, this freedom does not mean the child functions without direction. Teachers will encourage children to develop the habit of observing, questioning, and listening by modeling these behaviors themselves. They will help children feel free to make choices, to experiment, to change, and to respect the feelings and rights of others.

## ***Toddler Rooms***

Toddler rooms also focus heavily all year long on self-help, independence, and social development. Children will gain experience and knowledge through both child-initiated and teacher-directed activities with a strong emphasis on curiosity, exploration, and fun! The teaching staff strives hard to maintain a very warm, comforting and loving environment for our toddlers, as they are the youngest members of the Apple Tree Academy and Enrichment community. We work on sign language with the toddlers to help them express themselves.

### **Sample Toddler Room Daily Schedule**

7:15 – 8:30 Arrival and Free Choice Areas - see lesson plans  
8:30 – 9:00 Breakfast and Clean-Up  
9:00 – 10:00 Free Choice Areas - see lesson plans  
10:00 – 10:40 Outside Time or Indoor Large Motor Activity  
10:40 – 10:45 Juice/Water Break  
10:45 – 11:15 Art/Sensory Activity  
11:15 – 11:30 Circle Time and Wash Hands  
11:30 – 12:00 Lunch  
11:45 – 12:30 Complete Diapering Rotation, Prepare for Nap  
12:00 – Lights out for Nap  
2:45 – 3:30 Waking Up, Quiet Activities, Complete Diapering Rotation  
3:15 – 3:30 Snack (start time depending on naps)  
3:45 Afternoon Circle Time (if there is time)  
4:00 – 4:45 Outside Time or Indoor Large Motor Activity  
4:45 – 4:50 Juice/Water Break  
4:50 – 5:30 Free Choice Areas (see lesson plans), Late Day Diapering  
5:30 – 5:45 Children who are still here transfer to the Butterfly Room, the gathering room for the toddler wing

## ***Preschool Rooms***

Preschool rooms build upon the skills from the toddler year, but will focus even more heavily on self-help skills, including toilet training and dressing. Children will also begin to experience more involved large group curriculum and will gain more exposure to making activity choices. As the children approach Preschool, activities will begin to naturally take a more structured shape, but the emphasis will remain upon fostering inquisitiveness, expression, and again, fun!

### **Sample Younger Preschool Room Daily Schedule**

7:15 – 7:30 Arrival  
7:30 – 8:15 Free Choice Areas  
8:15 – 8:25 Clean Up Time  
8:25 – 8:30 Wash Hands for Breakfast/Bathroom  
8:30 – 9:00 Breakfast  
9:00 – 9:15 Bathroom and Toy Time  
9:15 – 9:30 Circle Time (Calendar, Weather, Helpers, Songs)  
9:30 – 10:25 Morning Centers  
10:25 – 10:30 Clean Up Time  
10:30 – 11:15 Outside Play Time

11:15 – 11:30 Circle Time (Friendship Circle and Story Time), Washing Hands for Lunch

11:30 – 11:50 Lunch

11:50 – 12:30 Clean Up from Lunch/Bathroom/Looking at Books Quietly

12:30 – 2:15 Rest Time

2:15 – 2:35 Bathroom

2:30 – 2:55 Brushing Teeth, Table/Bucket Toy Time

2:55 – 3:00 Clean Up Time

3:00 – 3:15 Circle Time (Happy Grams), Washing Hands for Snack

3:15 – 3:40 Snack Time

3:40- 3:45 Bathroom

3:45 – 4:30 Outside Play Time

4:30 – 5:30 Afternoon Centers

5:30 – 5:45 Learn in Sunflower Room

### **Sample Older Preschool Room Daily Schedule**

7:15 – 8:30 Arrival, Children’s Choice

8:30 – 9:00 Breakfast

9:00 – 9:15 Quiet Reading

9:15 – 10:00 Outside Play, Exercise

10:00 – 10:30 Morning Circle

10:30 – 11:30 Discovery Areas

11:30 – 12:15 Lunch, Clean-up

12:15 – 12:45 Tooth Brushing, Restroom, Quiet Reading

12:45 – 2:30 Rest Time, Quiet Activities

2:30 – 2:45 Transition to Outside

2:45 – 3:30 Outside Play, Exercise

3:30 – 4:00 Snack

4:00 – 4:30 Afternoon Circle

4:30 – 5:30 Discovery Areas, Children’s Choice

### ***Pre-K Rooms***

Pre-K rooms are designed to offer a stimulating learning environment in preparation for school, while maintaining a play-based approach with developmentally appropriate activities. The teachers work hard to plan engaging projects and use innovative ideas that address the diverse needs of each group while promoting creativity and exploration. Additionally, our older preschool rooms have a more pronounced emphasis on handwriting, pre-reading, and pre-math skills as they approach the transition to kindergarten.

These rooms also continue to build on the toddler and preschool rooms’ foundation of self-help skills, independence, and social development. There is a balance of child-initiated vs. teacher-directed activities and children have many chances to participate individually in small groups or as a large class. Children will also begin to do a great amount of choice making in the preschool classrooms, providing them with experience in controlling their own activities.

## **Summer Session**

During the summer session, Apple Tree Academy and Enrichment offers a full day program for toddlers, preschoolers (needs development)

### ***Apple Tree Academy and Enrichment Summer Camp***

*Apple Tree Academy and Enrichment Summer Camp* offers programs for ages five to fourteen. These children participate in many field trips and outdoor activities during the summer. Some trips are by *Apple Tree Academy and Enrichment* van while others by walking. If temperatures reach ninety-five degrees and the heat index is in the dangerous range, outdoor activities, including swimming, will be restricted. If possible, the *Apple Tree Academy and Enrichment* van will be used to transport children to and from some field trip locations instead of having them walk during hot weather or if there is a sudden weather change.

## **Before/After School Programs**

*Apple Tree Academy and Enrichment offers a before and after-school program for kindergarten-sixth graders.*

- We provide transportation from as many schools as possible, dependent upon enrollment and the closing times of the schools.
- School-age program teachers plan daily activities to meet the varied needs of young primary children.
- Care is also offered when the public schools are closed.
- During the summer, primary-age children may attend full days, part days, every other week, hourly or drop-ins. Preference is always given to applications for five-day enrollment.

### ***Optional Care***

Optional care is provided for school age children on school holidays and scheduled breaks. They will be enrolled in *Apple Tree Enrichment's School Age Program*, but will be off-site from 9:00 a.m. - 4:00 p.m.

## **Pre-Academics**

There are countless opportunities at *Apple Tree Academy and Enrichment* for your child to learn new concepts, new vocabulary words and to be exposed to a vast array of educational toys, supplies and equipment. As children progress from classroom to classroom, there will be more and more emphasis placed on handwriting, pre-reading, and pre-math. However, if you desire formal reading instruction prior to kindergarten, we feel that parents should assume this responsibility at home.

### ***Art and Sensory Curriculum***

There will be many opportunities in the day for your child to engage in music, art, and dramatic play. To sing, dance, move, create, construct, or pretend is a very real part of a child's world. The teachers will provide a large number and variety of materials or props, show an interest in what the child is doing, and help when the child expresses need for

assistance. Children will have the opportunity daily to get their hands messy, explore, and nurture their individual abilities for creative expression.

Please remember, when children bring home artwork it's vital to express an interest, but try not to impose adult standards or expect a child to tell you "what it is". We try very hard to focus on the process of the art experience, rather than the finished product.

Comments pertaining to color, texture, or lines tell the child you appreciate his/her art without judging it or labeling it. We will date and display children's artistic endeavors here at the center; children will also enjoy having some of their work displayed around home for short periods of time.

## **Computers for Classrooms/Internet Policy**

Preschool and school age classrooms have computers for the children to use.

A variety of educational programs and games are available for children who choose to use the computers.

School age children have access to the Internet after signing a usage agreement and the parent must sign a permission slip as well. If the child breaks the contract, they will be unable to use the Internet. Your child will only be allowed to visit sites which appear on a pre-approved list provided by *Apple Tree Enrichment*.

## **Classroom Procedures**

### ***Naps and Rest Time***

Following lunch, a nap or rest period is provided for all children. Nap and/or rest time is scheduled from 12:30-2:30/3:00 with a great deal of variation from room to room.

Usually the younger the child, the more rest is needed. For older children who do not sleep, quiet activities are provided. You must supply a small blanket.

### ***Toilet Training Requirements***

*We have excellent toilet training programs in the toddler and two-year-old rooms.*

- Teachers and parents work together to determine when children are ready to begin training. Each child's readiness and needs are taken into consideration so that the training process is a positive one for the child.
- Parents who have children in the two-year-old rooms should work closely with the classroom teachers to ensure an effective training program, both at home and at *Apple Tree Enrichment*.
- Children accepted in the preschool program must be out of diapers and completely toilet trained, as some of these rooms are not set up for toilet training. We realize, however, that young three-year-olds, as well as some older children, may have occasional accidents, especially at the beginning of the fall semester. Pull-ups without Velcro sides are not allowed.
- Because of occasional accidents (and other possible "messy" incidents), parents are responsible for having a complete extra change of clothing in the child's box. *Apple Tree Academy and Enrichment* cannot be responsible for providing an extra set of clothes for a child, although the staff tries to have extras on site in case of emergencies. (Matching appropriate clothes with correct size and gender is very

difficult.) If the child does have to wear such extras, it is important that the center's clothes be returned the next day. In some cases, a parent might be called to bring in a set of clothes for the child.

### ***Birthday Celebrations***

Please DO NOT bring invitations for birthday parties held outside *Apple Tree Academy and Enrichment* unless all children in a classroom are invited, since the feelings of children not included can be easily hurt. Please be sensitive to ALL children's feelings, and find another way to distribute such invitations outside *Apple Tree Enrichment*. If your child would like to celebrate a birthday or other special occasion with classmates, treats may be brought to share, generally at snack time. No food can be brought into the center that is homemade. Individually wrapped items or other food items must come from an inspected kitchen. Many families bring sweets, but we also suggest and encourage nutritious snacks. If you wish to furnish a drink, please provide 100% fruit juice only. In the past some families have donated a book or other learning materials to the classroom for the use of all children instead of providing treats. This type of donation is always welcome. Please do not bring balloons, as there are safety regulations regarding choking to which we must adhere.

You and other family members are welcome to come and join the celebration or even plan games or activities. Please make arrangements with the classroom teachers so they can be prepared for the type of treat or celebration that will occur.

### ***Television/Video Policy***

Although videos and television are part of arrival and departure times, naptime, rainy days, and special activities, they are not regular parts of the daily curriculum schedule. If they are planned for occasional classroom use, they must be educational in nature. Any videos or movies proposed for use are first screened by the director or teachers and must be G-rated or family-oriented.

### ***Observance of Holidays***

*Apple Tree Academy and Enrichment* is very fortunate to serve families who represent a variety of cultures, faiths, and personal beliefs. Because we feel it is the parents' responsibility or prerogative to determine the extent that religion should play in their children's lives, we do not celebrate religious holidays at *Apple Tree Enrichment*. However, throughout the year classrooms may learn about various holidays around the world and study them in relation to planned curriculum themes. Teachers who are trained to keep in mind the difference between *learning* about a holiday and *celebrating* it. While many of our families celebrate various holidays, both commercially and spiritually, *Apple Tree Academy and Enrichment* does not attempt to recreate them. Instead it is our goal to help children become aware of the many beliefs and celebrations which vary from their own.

We do plan some celebrations or projects around holidays such as Halloween, Thanksgiving, Christmas, and Valentine's Day. Families who do not wish their children to take part in holiday or birthday celebrations at *Apple Tree Academy and Enrichment* should discuss possible options with the classroom teachers and the executive director.

Alternative activities may be provided in the office or in another classroom, or the family may choose to keep the child home when these activities are scheduled.

### **Cell Phone Policy**

Our classrooms are “cell phone-free environments”. This policy maximizes opportunities for parent-child and parent-teacher communication during drop-off and pick-up times. You are welcome to use your cell phone in building hallways, but not in our classrooms or cubby rooms. Your cooperation is greatly appreciated.

## **What to Bring to School/School Supplies**

### **All children should bring**

- a complete change of labeled clothing, including underwear and socks and two or more complete changes for toddlers and two-year-olds.

### **Children who nap should bring**

- a small labeled blanket for rest time,
- a small pillow, optional.

### **Children in the toddler and two-year old rooms should also bring**

- at least a one-week supply of diapers *or* three pairs of cloth training pants *or* regular underwear if the child is toilet trained. Pull-ups without Velcro sides are not used at *Apple Tree Enrichment*.
- wipes and ointments with proper permission slip.

### **Cot Sheets**

*Apple Tree Academy and Enrichment* provides cot sheets for each child. These are laundered weekly/more often if needed. Please take your child’s blanket home at the end of each week for laundering.

## **Bringing Toys, Food, and Pacifiers to School**

Because bringing toys, gum, or candy to school can frequently cause disagreements or misunderstandings among children, we prefer that these items remain at home. Teachers cannot be responsible for toys brought to school. *Friday Show and Share Time*, however is an exception, when favorite toys maybe brought to share or to complement a specific classroom theme.

*Apple Tree Academy and Enrichment* encourages parents to monitor the toys a child brings, as we promote non-violent interactions among children. (*Apple Tree Academy and Enrichment* provides toys that do not promote or imply violent actions.) A cassette, CD, or book to share with others is a great choice. Make sure items are labeled and picked up after school. If your child cares to share a video or an animal, insect or some other “discovery”, please make prior arrangements with the teacher.

Please do not bring baby bottles to the center. *Apple Tree Academy and Enrichment* allows pacifiers at naptime only during early fall transition in the toddler rooms. They will be left in the child’s cubby at all other times during the day.

## Meals

### **Child and Adult Care Food Program**

*Apple Tree Academy and Enrichment participates in the Child and Adult Care Food Program as administered by the Missouri Department of Health.*

- *Apple Tree Enrichment's* meals and snacks meet or exceed the daily requirements set forth by the Department.
- The Missouri Department of Health audits the *Program* each year.
- *Apple Tree Academy and Enrichment* requires that parents sign an annual enrollment/income eligibility form.
- *All children receive the same food services regardless of income category.*
- *Apple Tree Academy and Enrichment* provides a hot breakfast, hot lunch, and an afternoon snack. Infants are provided with formula, cereal, jar foods, etc.
- The U.S. Department of Agriculture (USDA) prohibits discrimination in this program are on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation or marital or family status. To file a complaint of discrimination, write to: USDA, Director, Office of Civil Rights, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.
- *Apple Tree Academy and Enrichment* fees automatically include breakfast, lunch, and an afternoon snack for all full day programs and breakfast and after school snacks for the before and after school program. (On full days, when school is out, school-aged children receive breakfast, lunch and snack). Please observe the scheduled serving times for your child's program. If your child arrives after the serving time in his/her classroom, please provide breakfast or lunch at home before coming to *Apple Tree Enrichment*.
- Food or drinks from home should not be brought into the classroom unless it is something prearranged to be shared with the whole group for a meal or snack. If your child brings food with him/her on the way to school, please have him/her finish it before entering the classroom.
- *Apple Tree Enrichment's Enrichment Program* will serve a snack only.
- *Camp Apple Tree Academy and Enrichment* provides a morning and an afternoon snack. The child will be responsible for the preparation of snacks if he/she chooses to eat. Parents must provide a nutritious sack lunch, which includes a drink. Lunch must be brought in daily. Sack lunches left from one day to another will be thrown away.

## Health Requirements

### **Medical and Dental Requirements**

- The Health Department requires a pre-entrance health assessment conducted by qualified medical personnel within six months prior to enrollment for all children attending a center. It is the parent's responsibility to fulfill this requirement on or