

APPLE AFTERSCHOOL, INC. PARENT HANDBOOK



221 Thunderbird Drive #100 Aptos, CA 95003
(831) 685-0629
Tax ID # 82-3175496

APPLE AFTERSCHOOL, INC. SCHOOL INFORMATION AND POLICIES

SCHOOL PHILOSOPHY

Among our most important goals at Apple Afterschool, Inc. (and our sister school, Magic Apple) is the development of life long self-directed learners. We actively strive to show our students the joy that is learning through enriching activities that are creative and fun. As former public-school educators, we designed curriculum that would actively support our student's public-school experience as well and our proud to support local Aptos elementary public schools

At Apple, we are very aware that students learn best in a warm, supportive environment. Our lessons also include considerable time in character development, values clarification, the development of conflict resolution, and community service.

Unique to Apple, we are equally proud of our performance arts experiences for students. Besides developing strong dance, teamwork, music and performance arts skills, Apple's students also gain in incredible self-confidence and public speaking abilities.

TUITION POLICIES

Apple Afterschool, Inc. is a small self-supporting school dependent on tuition for *all* of our expenditures; salaries, leases, insurances, utilities, etc. We rely on all tuition being paid as due and parents agree to pay on the first and no later than the 10th to avoid a \$25 late fee (there is a returned check of \$25 as well). Parents needing to pay late should contact us in advance to make payment arrangements and avoid late fees. During the school year, monthly tuition amounts remain the same regardless of personal and/or school holidays, illness, vacations or absences of any nature. An annual materials and registration fee will be charged at the beginning of the fall and summer camps and is non-refundable even if student leaves the program early. Apple Afterschool will make every effort to increase tuition only at the beginning of fall and/or summer sessions if needed.

BEHAVIORAL EXPECTATIONS/DISCIPLINE

Fortunately, because of our close relationship with our students (many graduates of our schools often fondly recall feeling like they were a part of a family during their attendance at our schools) and emphasis on the group we do not often spend time in disciplining students. We begin the school year by developing a list of expectations together with Apple students and feel certain that in our multi-aged setting Apple's students learn a great deal from "older" role models. We also feel strongly that as our students develop a caring and respectful relationship with their peers and teachers through class discussions, values clarification lessons and cooperative learning activities pleasing their role models and friends becomes very important and obeying rules a matter of course.

We also guide students in learning how to discuss their feelings with others during times of conflict and spend considerable time on how we'd all like to be treated all the while emphasizing that this is "our" school and treating others as we'd want to be treated. We have found when students know the rules and the reasoning behind them and if they are fair and consistently enforced, the need for discipline is diminished.

We do use occasional time outs as needed during emotional times and are usually able to begin discussion once the student is able to calm down. In the event of challenging and/or unresponsive behavior, however, parents, or a designated representative will be contacted and expected to pick the student up immediately when contacted by Apple staff. Some examples might be physically hurting another student, rudeness towards students or teachers, lack of effort in following Apple rules, etc. The development of a behavior contract with consequences may be developed with the student, Apple teachers, and parents involved if the family would like the student to be able to continue. Please note Apple Afterschool, Inc. staff reserves the right at any time. to give immediate notice in the event it is determined that continued enrollment is not in the best interests of the student.

ATTENDANCE REGULATIONS

The following forms (available online) must be on file at Apple *before* a student may begin attendance *LIC Form information may be entered online and printed by simply typing in Lic and the form number in your browser or from our website:*

Lic. 627	Consent for Medical Treatment
Lic. 700	Identification and Emergency Procedures
Lic. 613A	Personal Rights (sign and date)
Lic 702	Child's Pre-admission Health History
Lic. 995	Parent's Rights (sign and date)

Lic. 9166 (as needed) Request for health-related services (Nebulizer, glucose monitoring, etc.)

Optional records:

Lic. 622 Print and complete with physician if you'd like Apple to administer prescribed medication
Apple authorization for dispensing medication (Document from parent regarding unusual behavior or signs of illness, special need (please attach a separate sheet if needed).

HOURS AND DATES OF OPERATION

Apple Afterschool, Inc. is open during the school year from 10:30-5:30 Monday –Friday. During summer, spring and winter camps sessions, Apple is open from 8:00-5:30. In addition Apple may open for optional extended day session during public school SBC and holiday closures if there is enough interest. *For more complete operation see Apple's School Calendar (available online).*

SNACKS AND LUNCHESES

Kindergarten students should bring a healthy lunch (please see suggested nutritional guidelines online) with extra water to enjoy at Apple. Apple does provide an afternoon snack as well for all students; however, it is strongly suggested that ALL students bring *extra* snacks and water each day.

LATE PICK UPS

It is expected that parents will always do their best to arrive on time to pick up their student (5:30 pm). In the event a parent arrives late the teacher on duty must be paid (\$15 per 5-minute increment) at that time. If a parent is consistently late, Apple staff may give notice of withdrawal of services. Parents should always endeavor to have a "back- up" arrangement in the event they must arrive late.

TRANSPORTATION/INSURANCE WAIVER

Apple Afterschool, Inc. agree to allow their student to be escorted from Rio Del Mar elementary school to Apple by walking. In the event of extreme rain, parents agree to allow students to be transported by Apple's bus and/or staff cars with seat belts. Parents also agree to the hold harmless and free of any all liability the Board of Directors and all Apple staff in general for any and all acts of negligence and/or possible injury to the student named above while in attendance at Apple. This will also include school walks, outings, field trips, etc. This hold harmless agreement and release of all claims is entered into freely and voluntarily for the consideration set forth above which is in addition to and independent of any other consideration agreed upon by those entering into this agreement. This agreement shall be made effective on the student's first date of attendance until the above student is no longer enrolled at Apple.

WITHDRAWING FROM APPLE

Parents and Apple Afterschool agree to give written notice of one -month during the school year and one week during the summer program. During the school year, pre-paid June tuition is not refundable as the school year contract is broken. Apple Afterschool director/teacher/staff, however, do reserve the right *in certain situations* to give immediate notice *for any reason* should it be determined by Apple director/teacher/staff that continued enrollment is not in the best interest of the student.

ADMISSION PROCEDURES

Note: Information on Apple Afterschool's policies and procedures, daily schedule of activities, hours and days of operation, tuition, etc. may also be found on our website.

Apple Afterschool operates on a space available basis, utilizing a wait list. Students from Rio Del Mar elementary are able to walk to Apple; transportation must be provided for students from other schools wishing to attend. Students are eligible to apply for admission during the summer provided they are eligible to attend kindergarten in the fall and have reached at least five years of age. It is strongly recommended that prospective fall students attend Apple's acclaimed summer camp; not just for the enrichment opportunities, but for the head start in preparing for kindergarten also afforded. In addition, Camp Apple summer students meeting minimum attendance (see enrollment policy information on our website) *are the only students guaranteed fall admission.*

Both parent and child must contact the school to visit before enrollment can proceed. Students will be able to observe the school facilities and their peers as they are escorted around Apple's facilities with Apple staff. During that time it is imperative that the parent stay with the prospective child and discourage the student from wandering, playing with Apple equipment, etc.—this is the time for Apple and students and their families to meet. After the visit Apple staff will contact families to share mutual impressions and form a determination if enrollment is in the best interests of the student. Under our admission policies Apple staff has the right to give notice in instances such as described:

- ✓ Student readiness (*during initial attendance the one-month notice period may be waived if it is determined that the student is determined to be too young for Apple's program*)
- ✓ Students needs (*Apple staff may give notice if determined that the student's needs would be better served through attendance at a smaller program affording more individualized attention.*)
- ✓ Parents communication (*Apple staff may give notice if parent(s) are unable to communicate/support Apples program and procedures.*)

CHILDREN'S RIGHTS

Apple Afterschool does not discriminate against students for any reason. Each student enrolled at Apple Afterschool, Inc. shall have personal rights which include but are not limited to:

- ✓ To be accorded dignity in his/her personal relationships with Apple staff and other students.
- ✓ To be accorded safe, healthful and comfortable furnishings and equipment to meet his/her needs.
- ✓ To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature including but not limited to: interference with daily living functions, including eating, toileting, clothing and medication or aides to physical functioning.
- ✓ Should complaints arrive we recommend that families first attempt resolution by contacting Apple's director. The licensing agency that oversees Apple Afterschool, Inc. is:

Department of Social Services Community Care Licensing
2580 North First Street, Suite 300 San Jose, CA 95131
(408) 324-2148

PARENT'S RIGHTS:

(Please see Lic995 for more information)

Parents of Apple Afterschool have the right to enter the premises at any time during normal operational hours, 10:30-5:30 during the school year, and 8:00-5:00 during summer, spring, winter and extended day camps under Health and Safety Code Section 1596.857. Notwithstanding any provisions of this section, the person present who is in charge of Apple Afterschool, Inc. may deny access to any adult whose behavior presents a risk to children present at the facility including noncustodial parents or guardians.

STUDENT ILLNESS

If your child has/have a fresh cold, cough and/or fever, please do NOT send him/her. If your child was ill less than 24 hours before a scheduled attendance or is not well enough to participate in activities he or she should not be sent to Apple Afterschool.

MEDICINES

If medicine is necessary for a student to take at Apple Afterschool (and we highly encourage that whenever possible doses be given at home or with a school nurse at student's public school), it will be administered with the two required forms (listed under student records list) and with written approval and instructions from the parent in accordance with label directions as required by child's physician. The medications shall be maintained with the child's name and date in an unaltered label. When no longer needed by the child, or upon withdrawal, all medications will be returned to the parent or disposed of after an attempt to contact the parent.

SIGN IN/SIGN OUT

Students enrolled in our afterschool program will be signed in by director/teachers upon arrival from public school. The person picking up the student from Apple MUST sign the child out using a complete signature —*not initials*. During summer, winter, spring camps and/or extended day sessions parents must sign students in or out.

EMERGENCY INFORMATION

It is the responsibility of the parent/guardian to keep all emergency information updated. During a medical or dental emergency Apple staff will endeavor to first contact the parent's preferred provider, however, parents agree and give permission for Apple staff to seek the nearest emergency treatment center under the California Medicine Practice Act and California Dental Practice and agree to assume all financial responsibility for medical costs.

APPLE AFTERSCHOOL, INC.

Handbook/medical emergency instructions verification.

In signing below, I _____ parent of _____,
certify that I have carefully read, understand and agree to abide by
all Apple Afterschool, Inc. policies as described in this handbook.
Parent _____ Date _____.

APPLE AFTERSCHOOL INC.

PARENT'S EMERGENCY INSTRUCTIONS

Preferred Physician _____ Phone _____.

Preferred Dentist _____ Phone _____.

Parent(s)/Guardian Name _____.

Contact phone cell _____ work _____.

Email _____.

Emergency contact Name _____.

Emergency contact Phone _____.

I/We the parent of _____ have legal
custody of the above named minor and hereby authorize Apple
Afterschool Inc. in whose care the above child has been entrusted
by me/us to consent to any x-ray examination, anesthetic, medical,
or surgical diagnosis or treatment and hospital care to be rendered
to said minor under the general and special supervision and advise
of a physician and/or surgeon licensed under the California Medicine
Practice Act and/r ex-ray examination, anesthetic, dental or surgical
diagnosis or treatment and hospital care to be rendered to said
minor by a dentist licensed under the provision of the California
Dental Practice Act. I/We understand that Apple Afterschool, Inc.
and it's representatives will first attempt to reach me and/or the
preferred doctor/dentist as indicated above, but also contact any
doctor/dentist/hospital at our expense. In signing below, we agree
that we will assume full financial responsibility for any medical costs.

Parent _____ Date _____.

