



APPLE AFTERSCHOOL

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Hello and Welcome to the fall session of Apple Afterschool! We are pleased to be able to have your student join us and will be welcoming students on Apple's first day, **Monday August 16**. The following is a summary of important reminders; **please take the time to read carefully:**

- 1) **ABSENCES** Always call (685-0629) if your student will not be in attendance for any reason. Please take this responsibility seriously—it is NOT okay for a sibling or friend to tell us. We take roll upon arrival to pick up your student and needless time and worry will result in attempting to track down your student if you didn't inform us of his/her absence in advance (continual neglect of this important responsibility may jeopardize enrollment as well).
- 2) **INFORM YOUR STUDENT'S PUBLIC SCHOOL OF ATTENDANCE AT APPLE:** Please call AND send a note to your student's teacher AND public school office informing them of your student's days of attendance for Apple **on/or before his or her first day of attendance**. This insures that your child's teacher will have them at the correct meeting place to meet Apple's teachers.
- 3) **STUDENTS WILL BE PICKED UP AT RIO AND ESCORTED TO APPLE** at a designated meeting place in the quad for Apple Afterschool students. Please impress upon your student to come directly to the meeting spot upon dismissal (this is not the time to visit with friends, look for lost items, get a drink, etc.). We cannot hold the group for a tardy student; please let your student know that in the event of a delay to ask the Apple teacher if she can wait. If your student is so late that we have departed they need to inform the office (we will review with students as well).
- 4) **LAST MINUTE CHANGES AT PICK UP TIME:** Sometimes students are confused about whether they are attending on a particular day. If they are registered for the day and you have not informed us otherwise we will take them to Apple Afterschool. If you've told them to do otherwise (wait for you, take the bus, etc.) **it is imperative that you contact Apple in advance**
- 5) **SIGN IN/SIGN OUT:** Please be sure to ALWAYS sign your student in and out using your full name (initials are not acceptable). We will sign your student in for you if meeting them from school. Please be sure to keep your list of those able to pick up your student updated and remember students cannot be released to siblings or anyone not on your list
- 6) **LATE END OF DAY PICK UPS:** If you cannot arrive by 5:30, **please have a back-up plan in place**. If you do arrive late, you will be billed a late fee of \$15 for the first 15 minutes and then \$1 per minute. Late pickups are stressful for teachers AND your child (teachers often have appointments after work) and continued late arrivals may jeopardize enrollment.

7) **SCHOOL TUITION:** Tuition is due on the first and late after the 10th. Tuition is billed on a monthly basis and there are no modifications for absences, holidays, with the exception of August which is charged at ½ regular tuition. Tuition received after the 10th will incur a \$15 late fee; the charges for returned checks are \$20. To avoid a late fee contact Apple's director or email (minh.jimenez@magicappleschool.net) to make arrangements **in advance**. We will accept a post-dated check with a note advising when funds will be available **if prearranged**. Checks may be dropped off in the payment box as you enter (near parent bulletin board).

8) **LUNCH/ SNACKS AT APPLE:** Although Apple provides a daily snack, we encourage parents to send extra small snacks as well. Please pack lots of small choices that include protein, fruits and vegetables and extra water. **Kindergarten students will need a nutritious lunch as well (see parent handbook for ideas); please do not send items requiring a microwave or preparation**

9) **APPLE SCHOOL CALENDAR:** www.appleafterschool.com

10) **EXTENDED DAYS:** During winter/spring breaks in January and April as school work days Apple will open for optional extended day camps (use of any hours between 8:00 and 5:00 p.m.) for an additional fee *if there is enough interest*. We will send registration and activity information a few weeks before any extended day camps. We will also offer optional early sessions for the week during parent conference week (noon dismissals).

11) **MONTHLY NOTES** You may also encourage and support your student's involvement in our many activities through our monthly newsletters. Be sure to take the time to carefully read our monthly newsletters listing dates, activities, and important reminders as well as descriptions and photos of our many fun and enriching activities. From time to time important updates and reminders will also be sent via email (extended day options, full day camps, etc.)

12) **APPLE IS AN AFTERSCHOOL ENRICHMENT PROGRAM, NOT a daycare nor recreation program.** We hope you will value our educational endeavors in the same way that you do for your student's public school experience (Apple's current teachers have credentials and/or masters degrees and the founders of Apple also taught for PVUSD previously). We work very hard to present exciting and enriching experiences to enhance our student's public school education especially in the arts and sciences! Unlike other programs, Apple's curriculum is also unique in the amount of time allocated toward the development of social skills, community service projects and even performance opportunities (including a holiday student performance). **Apple's teachers are your student(s) partners in education, be sure to take a few moments to greet Apple's staff, ask about your student and thank them for their extraordinary efforts.**

ONCE AGAIN WELCOME to another spectacular year of Apple!